Page

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:		
Morongo	Morongo Inland			
Evaluated by:		Date:		
Sgt. Ron Seldon		5/13/2009		
Assisted by:		Date:		
Sgt. Brian Green/ Sandra Hannon		5/13/2009		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF I	NSPECTION		Lead Inspe	ector's Signatu	ire:	
□ Div	ision Level	☐ Command Level	(5)2/17			
☐ Off	ce of Inspections	☐ Voluntary Self-Inspection	و سر		110	40
II	llow-up Required:] Yes ⊠ No	Follow-Up Inspection BY:	Commande	er's Signature		Date: 5/26/09
For an	oplicable policies, refer	to HPM 11.1, Chapter 6.				
Note:		hecked, the "Remarks" section	shall be ut	ilized for ex	cplanation	。如果是是是自己的特别的。 第一
1.		ed of the rates charged for	⊠ Yes	□No	□ N/A	Remarks:
2.	expenses such as unifo	rm or equipment damage?	⊠ Yes	□No	□ N/A	Remarks:
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?		⊠ Yes	□No	□ N/A	Remarks:	
Is the billing code documented on the Reimbursable Services Billing Memorandum?		⊠ Yes	□No	□ N/A	Remarks:	
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?		⊠ Yes	□ No	□ N/A	Remarks:	
 Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)? 		⊠ Yes	□ No	□ N/A	Remarks:	
Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?		⊠ Yes	□No	□ N/A	Remarks:	
8.	Are written requests for specific services directed to the appropriate command?		⊠ Yes	□No	□ N/A	Remarks:
Are traffic control services less than \$50,000 approved by Division?		⊠ Yes	□ No	□ N/A	Remarks:	
10.	Are traffic control service	es estimated to be \$50,000 or office of the Commissioner?	⊠ Yes	□ No	□ N/A	Remarks:
11.	Are extraordinary protect Assistant Commissioner	tive services approved by the :. Field?	⊠ Yes	П№	□ N/A	Remarks:

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Quest	ions 12 through 17 pertain to collecting advance dep	osifs.			
12	. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	. Is a CHP 465 form completed in accordance with policy?		□No	□ N/A	Remarks:
	. Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
	. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□ No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?		□ No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			数 性 医一切现代
18.	Is a CHP 466 maintained?	- Harris Johnson			Demarko
40	De DOA combined to six with the Letter (CDI) (c. decele	⊠ Yes	☐ No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□ No	□ N/A	Remarks:
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□No	⊠ N/A	Remarks:Has not occurred
23.	Is the original RSA signed and filed at Area?		□No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	⊠ Yes	☐ No	□ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks:Has not occurred at the Area
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:

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30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks:
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided:
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks:Not done at Area
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	⊠ No	□ N/A	Remarks:Original is kept at the Area and copies are sent to FMS
	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□ No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:
	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?		□No	□ N/A	Remarks:
	ons 39 through 52 pertain to extraordinary protectiv I projects.	e services	and repo	rt of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	⊠ Yes	□ No	□ N/A	Remarks:
40.	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46.	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:

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47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□ No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks:Never occurred at the Area
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Morongo	Inland	8	
Inspected by:		Date:	
Sgt. Ron Seldon #14785		5/13/2009	

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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.					
TYPE OF INSPECTION ☑ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended on the inspection: 1.5	☑ Corrective Action Plan Included☐ Attachments Included		
Follow-up Required: ☐ Yes ☑ No	Comm	ord to:Assistant hissioner Field hate: 6/12/2009			
Chapter Inspection:					
Inspector's Comments Regar	ding l	nnovative Practices:			
N/A					
Command Suggestions for St	tatewi	de Improvement:			
Additional training should be conducted by the reimbursable services coordinator and every command should ensure that a backup reimbursable service coordinator is installed.					
Inspector's Findings: The CHP 466 (Reimbursable services control log) are kept on file at the Area and separated by calendar year instead of fiscal year.					
Two original CHP 251 forms were found in the reimbursable contract files. They had not been mailed out the contract businesses as required.					
Commander's Response: 🗹	Conci	ur or Do Not Concur (Do Not Conc	ur shall document basis for response)		

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command: Morongo	Division: Inland	Chapter:	
Inspected by: Sgt. Ron Seldon #14785		Date: 5/13/2009	

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Required Action		
Corrective Action P	lan/Timeline	

- 1. A request was made for the Area Reimbursable services coordinator to separate the CHP 466 logs (Reimbursable Services Control log) by fiscal year, which is July 1st to June 30th instead of calendar year.
- 2. The original CHP 251 forms found in the file will be mailed off by the reimbursable services coordinator. All future CHP 251 forms will be delivered in person or mailed to the contract businesses as required by CHP policy.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.		5/26/69
(See HPM 9.1, Chapter 8 for appeal procedures.)	1 1 5	3, -0,0,
	INSPECTOR'S SIGNATURE	DATE /
	241660	5/15/09
Reviewer discussed this report with	REVIEWER SISTEMATURE	DATE
employee		6/3/119
☐ Concur☐ Do not concur☐	//////	4/ 5/0/
	N	7/

CHP 680A (Rev. 02-09) OPI 010

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division:	Number:
Morongo	Internal Division	870
Basin Ārea	Inland Division	670
Evaluated by:	Date:	
SSA Hope Pruett, A06816		05/13/2009
Assisted by:		Date:
Sandra Hannon, Office Assistant II		05/13/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspe	ctor's Signatu	re:) 11	
☑ Division Level	☐ Command Level	1 Chope V Hought			(, ott	
Office of Inspections	☐ Voluntary Self-Inspection	Trype V Trues				
Follow-up Required: ☐ Yes No	Follow-Up Inspection	Commande	er's Signature:		Date: 5/26/05	
	BY:(2	1	de fl	3 31 00101	
For applicable policies, refer	to HPM 11.1, Chapter 20.		/			
Note: If a "No" or "N/A" box is c	necked, the "Remarks" section	shall be uti	lized for ex	planation.	最高的特殊的	
 Does the command have ensure that a CHP 735, 	e sufficient procedures to Incident Response ent, is prepared for each	⊠ Yes	□No	□ N/A	Remarks:	
Office Assistant. A one pag There are three Sergeants t information highlighted.	HPM 11.1, Chapter 20, is locate e list detailing her processing p hat review all CHP 735's submi	rocedure is	s also locat	ed in the f		
Does the command hav assigned to process all		⊠ Yes	□No	□ N/A	Remarks: All the Sergeants are responsible for reviewing and ensuring the CHP 415's are attached. The Office Assistant Sandra Hannon processes the CHP 735 when competed and has written procedures.	
	n 3 of this checklist is yes, is essing all CHP 735 forms tion or any other document?	⊠ Yes	□ No	□ N/A	Remarks: There has been no back up for the past 6 months for processing the CHP 735, due to lack of clerical personnel.	

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 Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form? 	☐ Yes	⊠ No	□ N/A	Remarks: One CHP 735 did not have all the boxes checked.
 6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	XYes	□No	□ N/A	Remarks: Reviewed weekly.
 7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	Yes	⊠ No	□ N/A	Remarks: Several CHP 735's were not sent within 10 business days.
8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□ No	□ N/A	Remarks:
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: Area did not have any Transient arrest reports. The OA did document all cancelled CHP 735's due to low BAC.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks: As far as I can tell.
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	☐ Yes	⊠ No	□ N/A	Remarks: Unable to verify see #13.

INSPECTION PROGRAM

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: Area had not highlighted the DUI activity time associated with each arrest. This was caught in a self audit and has been corrected.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□No	□ N/A	Remarks:.
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□No	□ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks: A current MIS copy was located in the OA's procedure book.
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tr	acking the	DUI Cost F	Recovery I	Program?
Area documented the tracking of the CHP 735 by the Division Database system for tracking.	AIS system a	and the CHP 7	35A log. Ar	ea is now using only the Division AIS
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results	⊠ Yes	□No	□ N/A	Remarks:

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21. Are cases not resulting i months after submission closed out after court ver	to the District Attorney	☐ Yes	⊠ No	□ N/A	Remarks: All are being tracked and if they are waiting for a conviction date they are monitoring its status weekly.
	Conviction Date and Date to on the case was closed and	⊠ Yes	□No	□ N/A	Remarks: The OA also lists the reason in red on the log.
23. Are refunds or overpayn erroneous charges, in ar processed by the Depart	amount of = \$5.00 being	☐ Yes	□No	⊠ N/A	Remarks:
	bmission of CHP 735 forms any deficiencies in the	⊠ Yes	□ No	□ N/A	Remarks: The Commander reviews the reports though no initials or route slip indicated that. The word "File" was recognized as his handwriting.
Question 25 pertains to Fiscal	Management Section.				
25. Is FMS reviewing the Ch completeness of informa forms to the issuing com	tion and returning deficient	☐ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command: Morongo Basin Area	Inland Division	Chapter:
Inspected by:	Date:	
Hope Pruett, A	05/13/2009	

raye 1012			
number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or fi on number. Under "Forward to:" enter the nea ont shall be utilized to document innovative pr ction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION ☑ Division Level ☐ Command L ☐ Executive Office Level		Total hours expended on the inspection: 1.5 hours	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:		rd to: Assistant issioner Field	
☐ Yes	Due D	ate: 6/12/2009	
Chapter Inspection: Inspector's Comments Regar N/A Command Suggestions for St			
	ndator	y even for the Sergeants. A DVD	or VCR tape would also be of
Inspector's Findings:			
Several CHP 735's did not hav	self-au	ne boxes checked. A thorough re dit did show the lack of identifiable d all incidents are now fully separ	
Commander's Response: 🗹	Concu	ır or ☐ Do Not Concur (Do Not Con	cur shall document basis for response)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command: Morongo Basin Area	orongo Basin Inland Division	
Inspected by:	Date:	
Hope Pruett, A	05/13/2009	

Inchactor's Comments:	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
mispector's Comments.	Shall address horr concurrence by commander (c.g., mainger extended, mainger
etc.)	

Required Action	
Corrective Action Plan/Timeline	

When interviewing the Office Assistant who processed the CHP 735's it was noted that in her absence there were no other person trained as a back up to process the forms in her absence. It was suggested a backup shall be trained for processing the CHP 735's so there is no delay in sending them to FMS.

Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	DATE - 5/26/09
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	5/18/09
☐ Reviewer discussed this report with employee ☐ Concur ☐ Do not concur	REVIEWER'S SIGNATURE	G/3/09
		/ /

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Arrowhead			
Evaluated by: Joette Wilson, AGF	Date: 05/21/2009		
Assisted by: Officer Michael Eshleman		05/21/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION			Lead Inspector's Signature:				
☑ Division Level ☐	Command Level	Cartle Wilson					
☐ Office of Inspections ☐ '	Voluntary Self-Inspection	Game of the					
	☐ Follow-Up Inspection BY:	Commander's Signature: Date: 6-1-09					
For applicable policies, refer to HPM 11.1, Chapter 6.							
Note: If a "No" or "N/A" box is check		shall be uti	lized for ex	planation			
Prior to the performance of secontracting party informed or services, departmental equiporancellation policy?	of the rates charged for pment usage, and	⊠ Yes	□No	□ N/A	Remarks:		
Does the billing rate include expenses such as uniform or a such as	or equipment damage?	⊠ Yes	□No	□ N/A	Remarks:		
3. When a safety service is progagency, is the agency's five-obtained?	-digit billing code	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.		
Is the billing code document Services Billing Memorandu	☐ Yes	☐ No	⊠ N/A	Remarks: No occurrences at Command level.			
5. Is \$50 charged for each CHI assigned to the detail if the cless than 24 hours prior to the second control of the control of	cancellation notification is	⊠ Yes	□ No	□ N/A	Remarks:		
6. Is a minimum payment of 4 l when employee(s) could not cancellation of their service(t be notified of the	⊠ Yes	□ No	□ N/A	Remarks:		
7. Is information regarding the necessary right-of-way clear requirements, and other per available to inquiring parties	rances or permits, local tinent information made	⊠ Yes	□No	□ N/A	Remarks:		
8. Are written requests for spectified the appropriate command?	cific services directed to	⊠ Yes	□ No	□ N/A	Remarks:		
Are traffic control services le approved by Division?		⊠ Yes	□No	□ N/A	Remarks:		
Are traffic control services exproved by the Office	stimated to be \$50,000 or e of the Commissioner?	☐ Yes	□No	⊠ N/A	Command le	o occurrences at vel. If requested Ild be approved by Office issioner.	

INSPECTION PROGRAM

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11.	Are extraordinary protective services approved by the Assistant Commissioner, Field?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.
				THE PARTY OF THE P	
Questi	ions 12 through 17 pertain to collecting advance dep	osits.			国际外部 ,参加
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?		□No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.	Harry Co.		
	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?		□No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?		□No	□ N/A	Remarks:
	Is the original RSA signed and filed at Area?		□No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks: No occurrences at Command level. If services was requested Area would prepare a CHP 78A.

INSPECTION PROGRAM

CHAPTER 8

	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level. If services were requested Area would refer to Office of Dignitary Protection.
30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks:
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level. If services were requested Area would refer to ESD.
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
32.	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	⊠ No	□ N/A	Remarks: Of the six records audited 4 were not sent to FMS within 5 days of service.
	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: Officer Eshleman was not aware that a copy of log was to be forwarded to Division each month. Now that he is aware he will submit as required by Departmental policy.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks: Disputes handled by Area Sergeants.
	ons 39 through 52 pertain to extraordinary protective projects.	e services	and repo	rt of over	time hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.
40.	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

	project codes on the overtime d to ensure the correct special project used?	⊠ Yes	□No	□ N/A	Remarks:
43. Are all correction	ns noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44. Are overtime re commander aft	ports approved and dated by the er reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original o	vertime report(s) forwarded to FMS?		□No	□ N/A	Remarks:
46. Is a copy of the by the 10 th of th	overtime report forwarded to Division e month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:
47. Are all COZEEI Division by the	P/MAZEEP reports forwarded to 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEI Division and for month?	P/MAZEEP reports approved by warded to FMS by the 30 th of the	⊠ Yes	□No	□ N/A	Remarks:
	CHP 71 attached to the overtime there are reimbursable nonuniformed s?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level
	nt of service agreement requested being depleted, and if necessary, is ontinued?	☐ Yes	□ No	⊠ N/A	Remarks: No occurrences at Command level.
51. Are all payment	s made directly to FMS?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.
	and require delinquent companies to invoices in full prior to providing any	⊠ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:
Arrowhead	Inland Division	8
Inspected by:		Date:
Joette Wilson, AGPA		05/21/2009

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection documents	Check appropriate boxes as necessary, or for number. Under "Forward to:" enter the neent shall be utilized to document innovative prection plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION Division Level Command L Executive Office Level	.evel	Total hours expended on the inspection: 1 Hour	☑ Corrective Action Plan Included☐ Attachments Included
Follow-up Required: ☐ Yes ☑ No	Comm	rd to: Assistant hissioner, Field ate: 6/20/2009	
Chapter Inspection: Inspector's Comments Regard	ding li	nnovative Practices:	
Command Suggestions for S UPDATE AND PROVIDE EMPLOYEE			OYEE TRAINED BY PRIOR
Reimbursable Services Coord Coordinator and aware that a caware his responsibilities, he was aware of the Area's Reimburservices conducted during fixed days from the original date.	inator copy of vill forw ursable al yea e of se	Services packages revealed that r 2008 four were not submitted to rvice. The Area Coordinator was	rea Reimbursable Services the to Division. Now that he is
Commander's Response: 🗓	Concu	ir or 🗌 Do Not Concur (Do Not Con	cur shall document basis for response)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:
Arrowhead	Inland Division	8
Inspected by: Joette Wilson, AG	PA	Date: 05/21/2009

Required Action

Corrective Action Plan/Timeline

The Area was made aware of the submission of the CHP 466 to the Inland Division Reimbursable Services Coordinator by the 5th of each month and has already implemented procedures to ensure this procedure is accomplished per departmental policy.

The Commander and the Area's Reimbursable Services Coordinator are aware of the five day timeframe from date of service to forwarding the CHP 467, Billing Memorandum to Fiscal Management Section. The Area will ensure that timeframes are met in the future.

It was also recommended that the Area maintain separate files for the CHP 466 and associated paperwork by fiscal year, which is July 1st to June 30th instead of all previous years together.

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Arrowhead	Inland Division	8	
Inspected by: Joette Wilson, AGPA		Date: 05/21/2009	

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Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	DATE
(See HPM 9.1, Chapter 8 for appeal procedures.)	Kl Sanda	6-1-2009
	INSPECTOR'S SIGNATURE	DATE
	Gaette Welson	5/28/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee Concur Do not concur	WALL !	Ce/8/09
1		1

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Arrowhead	Division: Inland Division	Number: 865
Evaluated by: Sgt. Tel Preszle	Date: 05-20-2009	
Assisted by: Officer Gerardo Fernandez		Date: 05-20-2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF	INSPECTION		Lead Inspe	ector's Signati	ure:		
		□ 0 a m a a a d 1 a m a l	-47				
M DIV	rision Level	☐ Command Level	1	- 0			
☐ Off	ice of Inspections	☐ Voluntary Self-Inspection	T.	Jeg	1201	>	
Fo	ollow-up Required:	☐ Follow-Up Inspection	Command	er's Signature	e:		Date:
L _] Yes ⊠ No	BY:	126	Sandy	S		6.1.09
For a	oplicable policies, refer	to HPM 11.1, Chapter 20.					
Note:	If a "No" or "N/A" box is cl	hecked, the "Remarks" section	shall be ut	ilized for ex	kplanation	adda (Viver)	
1.	ensure that a CHP 735,	e sufficient procedures to Incident Response ent, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks:	
	arrest that meets the co						
Area S forms i forware	that need to be attached t ding it to the sergeants for	or submitting a CHP 735 for DU o the reports. A/I receives repo r review.					
3.	Does the command have assigned to process all (⊠ Yes	□No	□ N/A	Remarks:	
4.	the responsibility of proc	3 of this checklist is yes, is essing all CHP 735 forms tion or any other document?	⊠ Yes	□No	□ N/A	Remarks:	

INSPECTION PROGRAM

5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:
6.	to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks: The Area has two folders; One folder has arrests pending conviction due to low BAC or drugs. One folder for arrests pending blood results.
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? • The date of BAC results of =.08% were received	⊠ Yes	□ No	□ N/A	Remarks: The Area does this for the most part with exceptions being officers turning in late reports.
	 The date of BAC results of =.04% were received for a commercial driver 				
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□ No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: The Area has not experienced a transient arrest.
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks: The sergeants and/or commander verify 415's to CHP 735.

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13	B. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: The Area highlights the time spent on the 415 in the time summary section.
	 Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	⊠ Yes	□No	□ N/A	Remarks:
	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks: Area has not seen any 415's from the sergeants on the CHP 735.
	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	☐ No	□ N/A	Remarks:
18.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
	In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost F	Recovery I	Program?
N/A					
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information RAC test results	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

21	. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: Area was not aware of this process.
22	. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□ No	⊠ N/A	Remarks:
23	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	☐ No	⊠ N/A	Remarks: Area has not encountered this.
24	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Quest	ion 25 pertains to Fiscal Management Section.				
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM

EXCE	PT	IONS	DOCUMENT
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Command:	Division:	Chapter:
Arrowhead	Inland Division	8
Inspected by:	*	Date: 05-20-2009
Sgt. Tel Preszl		

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number of the inspection in the Chapter shall be routed to and its due date. This	Inspection documents	Check appropriate boxes as necessary, or for number. Under "Forward to:" enter the neent shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	xt lev	el of command where the document es, suggestions for statewide		
TYPE OF INSPECTION Division Level Command L Executive Office Level	.evel	Total hours expended on the inspection: 2 hours		Corrective Action Plan Included Attachments Included		
Follow-up Required:		rd to: Assistant issioner Field				
☐ Yes	Due D	ate: 06-19-2009				
Chapter Inspection: 8			观解	en statistica es a menor pener l'abore. L'allange		
Inspector's Comments Regar	ding Ir	novative Practices:				
N/A						
Command Suggestions for St	atewio	e Improvement:				
Have state wide training for all CHP 735 coordinators to make sure they know what is expected of them.						
Inspector's Findings:						
The Area CHP 735 coordinator also serves as the Area's PIO, court officer and VIN officer. With all the other duties the coordinator was missing some of the time frames for 735 submissions.						
Commander's Response: Z Concur or Do Not Concur (Do Not Concur shall document basis for response)						

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:	
Arrowhead	Inland Division	8	
Inspected by:		Date: 05-20-2009	T
Sgt. Tel Preszle			

nspector's Comments:	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	

N/A

그렇게 그렇게 하다 얼마 얼마 하게 다꾸어 돼지 때에 하다가 그래까지 사고하다 하다 하지 않아 되었다는데 얼마 나를 하다 때 생각이 되었다.	
Required Action	
Corrective Action Plan/Timeline	

The Area CHP 735 Coordinator was also the PIO, court and VIN officer. With all additional duties the coordinator was missing the 10 business day turn around for BAC results to sending to FMS. The Area has since split the duties of the CHP 735 Coordinator and this is going to make meeting the 10 business day turn around possible.

The Area is aware of the cases not resulting in conviction, within 12 months after submission to the District Attorney, can now be closed out after court verification of the case status. The Area is also aware of the procedure for closing out cases on the monitoring system, line drawn through, reason for closure and date of last follow-up check.

	Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE RL Sandy	6-1-2007
		INSPECTOR'S SIGNATURE	DATE
		T- /1 1 12017	05-27-05
	Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
_ ا	employee		1/2/10
Ц	Concur Do not concur		(2/0/0)
- 1			

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: San Bernardino	Division: Inland Division	Number: 8
Evaluated by: Joette Wilson, AG	Date: 05/20/2009	
Assisted by: Officer Andrew Murphy		Date: 05/20/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION				Lead Inspector's Signature:					
⊠ Division Level		Command Level	Caette Wilson						
☐ Office of Inspections ☐ Voluntary Self-Inspection									
Follow-up Required:				er's Signature:			Date: 4/2/09		
For applicable policies, refer to HPM 11.1, Chapter 6.									
Note: If a "No" or "N/A" box			shall be ut	ilized for ex	planation				
 Prior to the performa contracting party info services, departmen cancellation policy? 	ormed	of the rates charged for	⊠ Yes	□No	□ N/A	Remarks:			
Does the billing rate expenses such as uppersured to the such as	niform	or equipment damage?	⊠ Yes	☐ No	□ N/A	Remarks:			
	 When a safety service is provided to another state agency, is the agency's five-digit billing code 			□ No	□ N/A	Remarks:			
Is the billing code do Services Billing Mem		nted on the Reimbursable um?	⊠ Yes	□ No	□ N/A	Remarks:			
5. Is \$50 charged for ea assigned to the deta	ach Cl il if the		⊠ Yes	☐ No	□ N/A	Remarks:			
	ent of 4 ould n	hours overtime charged of the	⊠ Yes	□ No	□ N/A	Remarks:			
7. Is information regard necessary right-of-w	ing the ay clea ther pe	e procedures to obtain arances or permits, local ertinent information made	⊠ Yes	□No	□ N/A	Remarks:			
Are written requests the appropriate comi	for sponand?	ecific services directed to	⊠ Yes	□ No	□ N/A	Remarks:			
 Are traffic control ser approved by Divisior 	vices ı?	less than \$50,000	⊠ Yes	☐ No	□ N/A	Remarks:	18		
10. Are traffic control ser	vices	estimated to be \$50,000 or ce of the Commissioner?	⊠ Yes	☐ No	□ N/A	Remarks:			
	tectiv	e services approved by the	☐ Yes	□No	⊠ N/A	Remarks: N Command.	lone have occurred within		

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Questi	ons 12 through 17 pertain to collecting advance dep	osits.			(全国)
12.	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	☐ Yes	⊠ No	□ N/A	Remarks: As of the inspection the Area did not maintain a CHP 466. They only maintained a suspense file. As of the inspection the Area is now maintaining a log and will forward to Division by the 5 th of each month.
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	⊠ No	□ N/A	Remarks: As of the audit the Area was not maintaining a log. During the audit the Area implemented a log and will implement a new log as of July 1, 2009.
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□ No	□ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?	⊠ Yes	□ No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks: No services have been requested. If they would be requested Area would refer to Office of Dignitary Protection.
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks:
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□ No	⊠ N/A	Remarks: No services have been requested. If they would be request Area would refer to ESD.
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
32.	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: No training sessions have been requested at Command level.
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	⊠ No	□ N/A	Remarks: Reimbursable Services records inspected indicated that 90% of the records were not submitted to FMS within five days of service. As of May 1, 2009 a new Reimbursable Services Coordinator, Officer Murphy has taken over the reimbursable responsibilities and timeframes are being met.
34.	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	⊠ No	□ N/A	Remarks: The Area was not maintaining a CHP 466 as of the audit. As of the audit the Area will start maintaining a CHP 466.
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: The Area was not maintaining a CHP 466 as of the audit. As of the audit the Area will start maintaining a CHP 466 and will forward to Division Coordinator at the end of each month.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	⊠ Yes	□ No	□ N/A	Remarks:
	ons 39 through 52 pertain to extraordinary protectiv I projects.	e services	and repo	rt of over	time hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at the Command level.
40.	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks: Only exception is when reports are delayed due to the extension of cutoff
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□ No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	☐ No	□ N/A	Remarks:
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: San Bernardino	Division: Inland Division	Chapter:	
Inspected by: Joette Wilson, AGPA		D 05/20/2009te:	

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Page 1 01 4			
number of the inspection in the Chapter	Inspection of the contract of	on number. Under "Forward to:" enter the ent shall be utilized to document innovativ	or fill in the blanks as indicated. Enter the chapter e next level of command where the document re practices, suggestions for statewide by be used if additional space is required.
TYPE OF INSPECTION ☑ Division Level ☐ Command I ☐ Executive Office Level	_evel	Total hours expended on the inspection: 2.5 Hours	☑ Corrective Action Plan Included☐ Attachments Included
Follow-up Required: ☐ Yes ☑ No	Insped	ord to: Office of otions otions otions otions	
Chapter Inspection: Inspector's Comments Rega	rding l	nnovative Practices:	
Command Suggestions for S	tatewi	de Improvement:	
Control Log. The Area's Rein of the policy to maintain an Ar	nbursa ea log	ble Services Coordinator is nev	CHP 466, Reimbursable Services w to the position and was not aware
were not submitted to Fiscal Name The submissions were anywh	<i>l</i> lanage ere fro	ement Section within five days	e CHP 467, Billing Memorandums of service per Departmental policy. S. As of May 1, 2009 when the new eframes seem to be within
Commander's Response:	Conc	ur or Do Not Concur (Do Not	Concur shall document basis for response)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command: San Bernardino	Division: Inland Division	Chapter:	
Inspected by: Joette Wilson, AGPA		D 05/20/2009te:	

Re	au	ired	Action	
STATE OF	чч		23001	å

Corrective Action Plan/Timeline

As of the inspection the Area Reimbursable Services Coordinator has implemented the CHP 466 and will maintain by fiscal year. Additionally, he will forward a copy of his log each month to the Division Reimbursable Services Coordinator.

The Commander and the Area's Reimbursable Services Coordinator are aware of the five day timeframe from date of service to forwarding the CHP 467, Billing Memorandum to Fiscal Management Section. The Area will ensure that timeframes are met in the future.

Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	DATE 4/2/09

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command: San Bernardino	Division: Inland Division	Chapter:	
Inspected by: Joette Wilson, AGPA		D 05/20/2009te:	

(See HPM 9.1, Chapter 8 for appeal procedures.)		
(Occ 111 W.C.1, Graptor o for appear procedures.)	INSPECTOR'S SIGNATURE	DATE
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE QUELL	DATE 06 /08 /09

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: San	Division: Inland Division	Number: 860
Bernardino		
Evaluated by:	·	Date:
Sgt. Tel Preszle	er	05-20-2009
Assisted by: Officer B	rian Leyva, #16122	Date: 05-20-2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspe	ctor's Signatu	ıre:		
☑ Division Level	☐ Command Level		_			
☐ Office of Inspections	☐ Voluntary Self-Inspection	Tie	Mg.	12017		
Follow-up Required: ☐ Yes ☐ No	Follow-Up Inspection	Commande	er's Signature	af		Date: 4/2/09
For applicable policies, refer	to HPM 11.1, Chapter 20.					
Note: If a "No" or "N/A" box is ch	ecked, the "Remarks" section	shall be ut	lized for ex	planation		
Does the command have ensure that a CHP 735,	e sufficient procedures to Incident Response ent, is prepared for each	⊠ Yes	□No	□ N/A	Remarks:	
2. What are these procedures? The Area has a cover sheet that is attached to the report and the appropriate boxes are checked to indicate a CHP 735 is required. A/I makes sure a CHP 735 is attached when logging in reports, once report is done it and CHP 735 is forwarded the sergeants for review. After sergeant reviews it is forwarded to the lieutenant for final review. The 735 coordinator has folders, one for breath results and the other for blood results. Once coordinator has results they send the CHP 735 to FMS					35 is forwarded to coordinator has two	
Does the command have assigned to process all Command to proces		⊠ Yes	□ No	□ N/A	Remarks:	
the responsibility of proc	3 of this checklist is yes, is essing all CHP 735 forms tion or any other document?	⊠ Yes	□ No	□ N/A	Remarks:	

INSPECTION PROGRAM

5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	☐ No	□ N/A	Remarks:
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks:
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? • The date of BAC results of =.08% were received	⊠ Yes	□ No	□ N/A	Remarks: The only exception is a felony DUI case where it takes a little longer then the ten days to process.
	The date of BAC results of =.04% were received for a commercial driver				
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
10	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: They have not encountered a Transient.
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily	⊠ Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: The times were highlighted in the time summary section. They are starting to put in notes section.
	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□No	□ N/A	Remarks:
	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
16.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:
17.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
19.	In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost F	Recovery I	Program?
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Court Information	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

	FMS InformationBAC test results				
21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	☐ No	⊠ N/A	Remarks: Have not dealt with one yet.
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□No	⊠ N/A	Remarks:
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□ No	□ N/A	Remarks:
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	on 25 pertains to Fiscal Management Section.			N. N.	
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command: San	Division: Inland Division	Chapter:
Bernardino		
Inspected by: Sgt. Tell	Preszler	Date: 05-20-2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.							
TYPE OF INSPECTION ☐ Division Level ☐ Command Level ☐ Executive Office Level ☐ Total hours expended on the inspection: 2 hours ☐ Attachments Included							
Follow-up Required: Yes No No Due Date: 06-19-2009 Forward to: Office of Inspections Due Date: 06-19-2009 Due Date: 06-19-2009							
Chapter Inspection: 8 Inspector's Comments Regarding Innovative Practices:							
N/A Command Suggestions for Statewide Improvement:							
Training for the CHP 735 coordinators state wide so everyone is on the same page.							
Inspector's Findings:							
The Area recently had an audit and since that time they have made the necessary changes.							
Commander's Response: Do Not Concur (Do Not Concur shall document basis for response)							

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:	
San	า 8		
Bernardino			
Inspected by: Sgt. T	Date: 05-20-2009		

		=
Inspector's Comments	s: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,	
N/A		
数 数据 2015 新疆 2016 数据 2026 基		
Required Action		
Corrective Action Plan	/Timeline	

The Area recently had an audit of their CHP 735's and have made the necessary changes. The Area uses the AIS system as a back up to the CHP 735A log.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	W/2/09
	INSPECTOR'S SIGNATURE	05-27-09
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	06 08 /09

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:	
Rancho	Inland Division	855	
Cucamonga			
Evaluated by:	Date:		
Joette Wilson, AGF	05/19/2009		
Sergeant			
Assisted by:	Date:		
Tom Graham, Sergeant	05/19/2009		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspector's Signature:						
☑ Division Level	☐ Command Level	Taette Wilson					
☐ Office of Inspections	☐ Voluntary Self-Inspection	spection					
Follow-up Required:	☐ Follow-Up Inspection	1	er's Signature			Date:	
☐ Yes 🖾 No	BY:	Zne	11	,		5.29-09	
			//			3-7-7	
For applicable policies, refer	to HPM 11.1, Chapter 6.		0				
Note: If a "No" or "N/A" box is o		shall be ut	ilized for ex	xplanation			
Prior to the performance	e of services, is the	⊠ Yes	□ No	□ N/A	Remarks:		
contracting party inform services, departmental	ed of the rates charged for		□ 140				
cancellation policy?	equipment deage, and						
Does the billing rate inc		571.4		F7 N/A	Remarks:		
expenses such as unifo	rm or equipment damage?		☐ No	□ N/A			
3. When a safety service agency, is the agency's	s provided to another state	⊠ Yes	□No	□ N/A	Remarks:		
obtained?	g coup			=			
	mented on the Reimbursable	NV.	□ Na	□ N/A	Remarks:		
Services Billing Memor	andum? CHP uniformed employee		☐ No	LI N/A			
5. Is \$50 charged for each	the cancellation notification is	⊠ Yes	□No	□ N/A	Remarks:		
less than 24 hours prior	to the scheduled service?						
	of 4 hours overtime charged	N	□ Na	 □ N/A	Remarks:		
when employee(s) coul cancellation of their ser		⊠ Yes	☐ No	LI IN/A			
7. Is information regarding	the procedures to obtain						
necessary right-of-way	clearances or permits, local		☐ No		Remarks:		
	r pertinent information made						
available to inquiring pa	specific services directed to						
the appropriate comma	nd?		☐ No	□ N/A	Remarks:		
Are traffic control service					Remarks:		
approved by Division?			☐ No	□ N/A	Tomano.		
10. Are traffic control service	es estimated to be \$50,000 or Office of the Commissioner?	⊠ Yes	☐ No	□ N/A	Remarks:		
	ctive services approved by the	24 100	110				
Assistant Commissione		⊠ Yes	☐ No	□ N/A	Remarks:		

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Quest	ons 12 through 17 pertain to collecting advance dep	osits.		201.16	
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?		□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?		□No	□ N/A	Remarks:
15.	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks: Prepared and mailed by OA.
	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks: Prepared by OA.
Questi	ons 18 through 31 pertain to the preparation of agre	ements.	electric and		
18.	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks: Log numbers are assigned by Inland Division Coordinator therefore they are not sequential.
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□ No	□ N/A	Remarks:
28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□ No	□ N/A	Remarks:
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: Never occurred at Command level.
	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for sei	rvices provided.
32.	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: Never occurred at Command level.
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
34.	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: The new Reimbursable Coordinator was not aware of this procedure. Now that Officer Reese is aware she will forward monthly.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?		□No	□ N/A	Remarks:
	ons 39 through 52 pertain to extraordinary protectiv I projects:	e services	and repo	rt of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ Ń/A	Remarks: No occurrences at Command level
40.	Is a reimbursable special project code obtained on every contractual service?		□No	□ N/A	Remarks:
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44.	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45.	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46.	Is a copy of the overtime report forwarded to Division				Remarks: Reports are forwarded to

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

by the 10 th of the month (except COZEEP/MAZEEP)?		□No	□ N/A	Division by the 10 th unless cutoff is extended and reports are not received by the Area to meet deadline.
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	□No	□ N/A	Remarks:
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command: Rancho	Division: Inland Division	Chapter:	
Cucamonga			
Inspected by: Joette Wilson, AGPA/ Tel Preszler, Sergeant		Date: 5/19/2009	

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.					
TYPE OF INSPECTION Division Level Command Level Executive Office Level		Total hours expended on the inspection: 2.5 hours	☐ Corrective Action Plan Included ☐ Attachments Included		
Follow-up Required:	Forwa Inspec	rd to: Office of stions	Tarlow Branch States		
☐ Yes	Due D	ate: 06/18/2009			
Chapter Inspection:					
Inspector's Comments Regar	ding Ir	nnovative Practices:			
Command Suggestions for St	atewio	de Improvement:			
Inspector's Findings:					
			regarding reimbursable services		
Commander's Response: [년	Concu	ır or 🗌 Do Not Concur (Do Not C	oncur shall document basis for response)		

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command: Rancho Cucamonga	Division: Inland Division	Chapter:
Inspected by:	GPA/ Tel Preszler,	Date: 5/19/2009

THE PARTY		E CONTRACT	50V275500	ā
Regu	ııre	αA	ction	L

Corrective Action Plan/Timeline

At the time of the inspection, it was noted that the Area Reimbursable Coordinator was maintaining all Reimbursable Services paperwork in a binder, except the signed Overtime Reconciliation Report was not being maintained, only a copy. The Office Assistant responsible for processing the signed copy of the report maintains a copy of all submitted reimbursable paperwork in a separate binder. It is the recommendation of the auditors that all finalized paperwork be maintained in one location, therefore reducing duplication.

The Area was made aware of the submission of the CHP 466 to the Inland Division Reimbursable Services Coordinator by the 5th of each month and has already implemented procedures to ensure this procedure is accomplished per departmental policy.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	I'm y	5-29-09

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command: Rancho Cucamonga	Division: Inland Division	Chapter:
Inspected by:	GPA/ Tel Preszler,	Date: 5/19/2009

(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	DATE
	Vactte Wilson	5/24/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee	- all	06/09/09
Concur Do not concur	2	1 1 1

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Rancho	Division: Inland Division	Number: 855
Cucamonga		
Evaluated by:	Date:	
Sgt. Tel Preszle	05-19-2009	
Joette Wilson		
Assisted by: Sgt. Tom Graham/Officer Stacee		Date: 05-19-2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspe	ector's Signati	ure:			
□ Division Level	☐ Command Level					
☐ Office of Inspections	☐ Voluntary Self-Inspection	T- fel 1 12017				
Follow-up Required:	☐ Follow-Up Inspection	Command	er's Signature): }		Date:
☐ Yes	BY:	V	my			5.29-09
For applicable policies, refe	plicable policies, refer to HPM 11.1, Chapter 20.					
Note: If a "No" or "N/A" box is	checked, the "Remarks" section	shall be ut	ilized for ex	planation		
	, Incident Response nent, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks:	
arrest that meets the co		l		<u> </u>	L	x
2. What are these procedures? An Area form is attached to the report and if it meets the requirements of a CHP 735 then the boxes are checked. Once the boxes are checked a copy of all 415's are attached and the A/I person then forwards to the 735 person. Once report is final the 735 person forwards all paperwork to the Sergeant who reviews it. Once reviewed the Sergeant forwards to the Lieutenant for final review. After final review the Lieutenant sends them back to the 735 person for final processing.						
Does the command have assigned to process all	ve a specific employee(s) CHP 735 forms?	⊠ Yes	□No	□ N/A	Remarks: O	fficer Barry Jones
the responsibility of pro-	n 3 of this checklist is yes, is cessing all CHP 735 forms oftion or any other document?	⊠ Yes	☐ No	□ N/A	Remarks: Li job duties.	sted in Area SOP under

INSPECTION PROGRAM

5.	Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:
6.	to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks:
7.	of Section A of the form being forwarded to FMS within ten business days from one of the following dates?	⊠ Yes	□ No	□ N/A	Remarks:
	 The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 				
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□ No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
10	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: Area has not encountered a transient.
11	. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

13	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: The Area highlights the 415 line entries.
	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□No	□ N/A	Remarks:
	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19. N/A	In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost F	Recovery I	Program?
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information	⊠ Yes	□No	□ N/A	Remarks:

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INSPECTION PROGRAM

	BAC test results				
21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□ No	□ N/A	Remarks:
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	on 25 pertains to Fiscal Management Section.				
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Rancho	Inland Division	8
Cucamonga		
Inspected by: Sgt. Te	Preszler and AGPA	Date: 05-19-2009

Page 1 of 2		I ,loef	te Wilson	ļ ļ
INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, co	Inspection docume	on number. Under "Fo ent shall be utilized to d	rward to:" enter the ne ocument innovative p	fill in the blanks as indicated. Enter the chapter ext level of command where the document ractices, suggestions for statewide e used if additional space is required.
TYPE OF INSPECTION ☑ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expendinspection: 2 hours	led on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes ⊠ No	Comm	rd to: Assistant hissioner Field ate: 06-18-2009		
Chapter Inspection: 8	kali ili			
Inspector's Comments Regar	ding Ir	novative Practice	es:	
			at can be accom	plished by a DVD or a VCR tape.
Inspector's Findings:				
The Area was recently audited deficient in several areas. Sin now current.				discovered that they were e necessary corrections and are
Commander's Response: 🗹	Concu	ır or 🗌 Do Not Co	oncur (Do Not Con	cur shall document basis for response)
\mathcal{F}		u		

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 2

Command: Rancho Cucamonga	Division: Inland Division	Chapter: 8
Inspected by: Sgt. Te	Preszler and AGPA	Date: 05-19-2009

Required Action
Corrective Action Plan/Timeline
Corrective Action Flatir Filmeline

The Area just completed an audit and are in the process of making the corrections. Since the audit the Area is current on all aspects of the CHP 735 DUI Cost Recovery process.

Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	DATE (-29 09
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	DATE 05-26-09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	06/08/09

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Victorville	Inland Division	8
Evaluated by:		Date:
Joette Wilson,	05/21/2009	
Assisted by:	Date:	
Officer Robert	05/21/2009	
Sunseri		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION				Lead Inspector's Signature:				
☐ Division Level ☐ Command Level			Toette Wilson					
☐ Office of Inspections ☐ Voluntary Self-Inspection								
Fo	llow-up Required:	Follow-Up Inspection	Commander's Signature:				Date:	
] Yes 🔯 No	BY:	T.I. Stuncies Capt. 6/1/09				6/1/09	Ï
				C direct y	, chy i .			
For ap	pplicable policies, refer t	o HPM 11.1, Chapter 6.						
Note:	fa "No" or "N/A" box is ch	ecked, the "Remarks" section	shall be ut	ilized for ex	planation			新 国起
1.			.			Remarks:		
		d of the rates charged for	⊠ Yes	☐ No	□ N/A	remand.		
	services, departmental e cancellation policy?	quipment usage, and						
2.	Does the billing rate inclu	ide mileage and other						
_,	expenses such as uniform or equipment damage?			☐ No	□ N/A	Remarks:		
3.		provided to another state	Pemarks			Remarks:		
	agency, is the agency's f	ive-digit billing code	Yes	☐ No	□ N/A	, torridance		
obtained? 4. Is the billing code documented on the Reimbursable								
Services Billing Memorandum?			⊠ Yes	□No	□ N/A	Remarks:		
Is \$50 charged for each CHP uniformed employee						Damada		
assigned to the detail if the cancellation notification is				☐ No	□ N/A	Remarks:		
		o the scheduled service?						
6.	when employee(s) could	f 4 hours overtime charged	⊠ Yes	□No	□ N/A	Remarks:		
	cancellation of their servi							
7.	Is information regarding t							
	necessary right-of-way cl	earances or permits, local		☐ No	□ N/A	Remarks:		
		pertinent information made						
	available to inquiring part							
δ.	the appropriate command	pecific services directed to	⊠ Yes	□No	□ N/A	Remarks:		
9.	Are traffic control service		24 100					
approved by Division?				☐ No	□ N/A	Remarks:		
10.		s estimated to be \$50,000 or				Remarks:		
44		fice of the Commissioner?		☐ No	□ N/A	- Contained		
11.	Are extraordinary protect Assistant Commissioner,	ive services approved by the Field?	☐ Yes	□ No	⊠ N/A	Remarks: No	occurrences at	

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Quest	ions 12 through 17 pertain to collecting advance dep	osits.			
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	Yes	□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	Yes	□No	□ N/A	Remarks:
Quest	ions 18 through 31 pertain to the preparation of agre	ements.			
	Is a CHP 466 maintained?		□No	□ N/A	Remarks:
	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?		□No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?		□No	□ N/A	Remarks:
	Is the original RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	⊠ Yes	☐ No	□ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□No	□ N/A	Remarks:
28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□ No	⊠ N/A	Remarks: No occurrences at Command level.

INSPECTION PROGRAM

CHAPTER 8

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COMMAND REIMBURSABLE SERVICES

30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□ No	□ N/A	Remarks:
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
32.	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: Officer Grieve was not aware that a copy of the log needed to be sent to the Division Coordinator on a monthly basis. At the time of the inspection Officer Grieve prepared a new log in the adobe forms and forwarded to the Division Coordinator. He will continue this responsibility monthly per Departmental policy.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
	ons 39 through 52 pertain to extraordinary protectiv I projects.	e services	and repo	rt of over	time hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.
40.	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	☐ No	□ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks: Sgt. Sunseri reconciles reports. He maintains CHP 415 with reports for 30 days and then destroys.
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	П №	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks: Area forwards reports per Departmental unless cutoff is extended and reports are not received in specified timeframes.
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks: Area forwards reports per Departmental unless cutoff is extended and reports are not received in specified timeframes.
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	□No	⊠ N/A	Remarks:
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□No	□ N/A	Remarks: Area has had no problems as of the inspection.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Victorville	Division: Inland Division	Chapter: 8
Inspected by:		Date:
Joette Wilson, AC	3PA	05/21/2009

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number of the inspection in the Chapter shall be routed to and its due date. Thi	Inspection of the Inspection	Check appropriate boxes as necessary, on number. Under "Forward to:" enter the ent shall be utilized to document innovative action plans. A CHP 51 Memorandum may	or fill in the blanks as indicated. Enter the chapt next level of command where the document practices, suggestions for statewide y be used if additional space is required.
TYPE OF INSPECTION Division Level Command Level Executive Office Level		Total hours expended on the inspection: 1.5 Hours	☐ Attachments Included
Follow-up Required: ☐ Yes ☑ No	Comm	ate: 05/20/2009	
Chapter Inspection:			
Inspector's Comments Rega	rdina Ir	nnovative Practices:	
Command Suggestions for S	tatewic	le Improvement:	
Inspector's Findings:	14- 1	in a marking a make malian races	ding reimburgable conjuges and the
esponsibilities of an Area con			ding reimbursable services and the
Commander's Response: 🏻	Concu	ır or ☐ Do Not Concur (Do Not C	oncur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 4

Command: Victorville	Division: Inland Division	Chapter: 8
Inspected by:		Date:
Joette Wilson, A	AGPA	05/21/2009

	THE STATE OF THE PARTY OF THE P	-
Required Action		
Corrective Action Plan/Timeline		

Prior to the inspection the Area Reimbursable Services Coordinator was not forwarding a copy of the CHP 466, Reimbursable Services Log monthly to the Division Coordinator. Once Officer Grieve became aware of this requirement he prepared a new log in the adobe forms and sent to the Division Coordinator. In the future Officer Grieve will forward a copy of the CHP 466 to Inland Division per Departmental policy.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE	
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	T.15- , CAPT.	6/1/09	

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Victorville	Inland Division	8
Inspected by: Joette Wilson, A	AGPA	Date: 05/21/2009

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	INSPECTOR'S SIGNATURE	DATE 5/28/09
Reviewer discussed this report with employee	REVIEWERS SYCHATURE	DATE (1/X/09
Concur Do not concur		7.7

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Victorville	Division: Inland Division	Number: 850
Evaluated by: Sgt. Tel Preszler		Date: 05-21-2009
Assisted by: Sgt. Mark Sunseri		Date: 05-21-2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Followup Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION ☐ Command Level Division Level T. fl 12017 Office of Inspections Date: Commander's Signature; Follow-up Required: ☐ Follow-Up Inspection ⊠ No ☐ Yes BY: _____ For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Does the command have sufficient procedures to Remarks: □ N/A □ No ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria? 2. What are these procedures? The Area conducts annual briefings on the correct process of the CHP 735's. Between the A/I Officer and the Court Officer all traffic collision involving a DUI is flagged and after completion forwarded to the supervisor. The sergeant will review the CHP 735 and verify times with 415's and then forward to Commander for final approval. Does the command have a specific employee(s) Remarks: □ N/A assigned to process all CHP 735 forms? ✓ Yes ☐ No If the answer to question 3 of this checklist is yes, is Remarks: ☐ No □ N/A

the responsibility of processing all CHP 735 forms listed in their job description or any other document?

INSPECTION PROGRAM

5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks: Suspense system is set up in two folders. One for drugs only pending results and one for BAC under .08 waiting for conviction.
7.	of Section A of the form being forwarded to FMS within ten business days from one of the following dates? • The date of BAC results of =.08% were received	⊠ Yes	□ No	□ N/A	Remarks: Due to nature of incident the 10 business could be exceeded. Normally all are processed within the 10 business days.
1	 The date of BAC results of =.04% were received for a commercial driver 				
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
10.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: Area has not encountered a transient arrest.
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

13.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: The Area highlights the time summary section of the 415 to show time spent on billable DUI time.
14.	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?	⊠ Yes	□No	□ N/A	Remarks:
	 Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing 				
15.	 Traffic Control Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks? 	⊠ Yes	□No	□ N/A	Remarks:
16.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks:
17.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19.	In the absence of a CHP 735A, how is the command tr	acking the	DUI Cost F	Recovery	Program?
N/A					
181					
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results	⊠ Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□ No	□ N/A	Remarks:
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□ No	⊠ N/A	Remarks: Area has no way of knowing if this is being done.
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	on 25 pertains to Fiscal Management Section.		ALC: N		
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command: Victorville	Division: Inland Division	Chapter:
Inspected by:		Date: 05-21-2009
Sat. Tel Preszl	er	

Page 1 of 2

TYPE OF INSPECTION Division Level Command Executive Office Level	Level	Total hours expended on the inspection: 2 hours	may be used if additional space is required. ☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa	ord to: Office of ections	
☐ Yes		Date: 06-20-2009	Carrier Committee Co
Chapter Inspection: 8 Inspector's Comments Rega	arding l	nnovative Practices:	
oranovo:			
N/A Command Suggestions for S	Statewi	de Improvement:	
Command Suggestions for S			
Command Suggestions for S			
Have state wide training for (CHP 73	5 coordinators.	ess day, but have done better recently

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Victorville	Division: Inland Division	Chapter: 8 Date: 05-21-2009	
Inspected by: Sat. Tel Presz	Inspected by:		

Required Action	
Corrective Action Plan/Timeline	

The Area is aware of the 10 business day deadline and they have made major strides in obtaining that goal.

☐ Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 1	DATE DATE
☐ Reviewer discussed this report with employee ☐ Concur ☐ Do not concur	REVIEWER'S STONATURE	05-28-09 DATE 6/8/09
Concur Do not concur	1 PM	77

Page

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Riverside	Division: Inland Division	Number: 8
Evaluated by: Joette Wilson, AGF	PA	Date: 05/26/2009
Assisted by: Officer Octavio Ma		Date: 05/26/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION Lead Inspector's Signature:						
⊠ Div	ision Level [☐ Command Level		a otto	Wi	lson
☐ Offi	ce of Inspections	☐ Voluntary Self-Inspection		Terre		
_	llow-up Required:] Yes ⊠ No	Follow-Up Inspection BY:	Commande	er's Signature:	- (Date: 5/28/09
For ap	oplicable policies, refer to		/	. /		7 13/20/21
Note:	f a "No" or "N/A" box is che	cked, the "Remarks" section	shall be ut	lized for ex	planation	narasi Nedkanara
1.		of services, is the lof the rates charged for	⊠ Yes	□No	□ N/A	Remarks:
2.	Does the billing rate include expenses such as uniform		⊠ Yes	□No	□ N/A	Remarks:
3.	When a safety service is pagency, is the agency's fivoltained?		⊠ Yes	□No	□ N/A	Remarks:
4.	Is the billing code docume Services Billing Memorane		⊠ Yes	□No	□ N/A	Remarks:
5.	Is \$50 charged for each C	HP uniformed employee e cancellation notification is	⊠ Yes	□ No	□ N/A	Remarks:
6.	Is a minimum payment of when employee(s) could r cancellation of their service	4 hours overtime charged not be notified of the	⊠ Yes	□No	□ N/A	Remarks:
7.	Is information regarding the necessary right-of-way clear requirements, and other pavailable to inquiring particular particular regarding to the second regarding the second rega	ne procedures to obtain earances or permits, local ertinent information made	⊠ Yes	□No	□ N/A	Remarks:
8.	Are written requests for sp the appropriate command	ecific services directed to	⊠ Yes	□No	□ N/A	Remarks:
9.	Are traffic control services approved by Division?		⊠ Yes	□No	□ N/A	Remarks:
10.		estimated to be \$50,000 or ice of the Commissioner?	⊠ Yes	□No	□ N/A	Remarks:
11.		ve services approved by the	☐ Yes	□ No	⊠ N/A	Remarks: No occurrences at Command level.

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting adv				
 Is a Reimbursable Services Agreement (RSA number requested from Division for every cor 	ntract? 📗 🛛 Ye	es 🔲 No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance policy?	⊠ Y€	es 🔲 No	□ N/A	Remarks:
14. Are advance payments collected from the cor company prior to the start of the service?	⊠ Ye	es 🗌 No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the concompany upon receipt of advance payments?	P ⊠ Y€	es 🗌 No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Management Section upon completion of the contractual service(s)?	Fiscal 🛛 🖂 Ye	es 🗆 No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the week CHP 230, and if applicable, a CHP 169?	ekly 🖂 Ye	es 🔲 No	□ N/A	Remarks: Area submits CHP 465 with CHP 230 but does not maintain a copy of the CHP 465 with copy of the CHP 230.
Questions 18 through 31 pertain to the preparation	n of agreements			
18. Is a CHP 466 maintained?	⊠ Y€	es No	□ N/A	Remarks: Area prepares a separate log for each reimbursable detail. Area was made aware that one continuous log was to be maintained for the fiscal year beginning July 1st and ending June 30 th .
19. Do RSA numbers begin with the letter "R" to reimbursable services, followed by two digit for year, three digit location code, and a sequent number for each agreement?	iscal 🔯 Ye	es 🗌 No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each year with a new log implemented on July 1 be with the sequential number 001?		es 🗌 No	□ N/A	Remarks:
21. Are all sequential numbers accounted for who reconciling with the Billing Memorandum?	en 🖂 Ye	es 🗌 No	□ N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	⊠Ye	es 🔲 No	□ N/A	Remarks:
23. Is the original RSA signed and filed at Area?	⊠ Ye	es 🔲 No	□ N/A	Remarks:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the req has obtained the necessary right-of-way, clear and permits?		es No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	⊠ Ye	es 🔲 No	□ N/A	Remarks:
26. Is the inclusion of the indemnification clause approved by the Department of General Serv Office of Legal Services?		es 🗌 No	□ N/A	Remarks:
27. If the service is over \$50,000 per occasion, is CHP 78A prepared and submitted to Contrac Services Unit?		es 🗆 No	□ N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level. If services were requested Area would refer to Office of Dignitary Protection.
30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks: Area was instructed to place the agency's five digit billing code on the CHP 312 and CHP 313.
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd report	ng for se	rvices provided.
32.	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: No occurrences at Command level.
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	⊠ No	□ N/A	Remarks:
34.	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: Area forwards a copy of the log when they forward c copy of the CHP 467 to the Division Coordinator.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
38.	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
HMC4ES-VSFVRCVI2	ons 39 through 52 pertain to extraordinary protective projects.	e services	and repo	rt of over	time hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: No occurrences at Command level.
40.	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

	code has been used?				
	43. Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
Ì	45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□ No	□ N/A	Remarks: Reports forwarded within timeframes except when cutoff is extended and reports are not received within scheduled timeframes.
	47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□ No	□ N/A	Remarks: Reports forwarded within timeframes except when cutoff is extended and reports are not received within scheduled timeframes.
	48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
	49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
	50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	⊠ Yes	□No	□ N/A	Remarks:
	51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any	⊠ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

raye i Ui 4	Page	1	of	4
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Command: Riverside	Division: Inland Division	Chapter:
Inspected by:		Date:
Joette Wilson.	AGPA	05/26/2009

1 ugc 1 01 +				
INSTRUCTIONS: This document shall I number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, co	Inspection de la comme de la c	on number. Under "For ent shall be utilized to do	ward to:" enter the nex ocument innovative pra	Il in the blanks as indicated. Enter the chapter of level of command where the document actices, suggestions for statewide e used if additional space is required.
TYPE OF INSPECTION ☑ Division Level ☐ Command I ☐ Executive Office Level	_evel	Total hours expendinspection: 2 Hours	ed on the	☑ Corrective Action Plan Included☐ Attachments Included
Follow-up Required:	Inspec	rd to: Office of ctions ate: 06/24/2009		
Chapter Inspection:				
Inspector's Comments Rega	rding li	novative Practice	es:	4-88
Command Suggestions for S	tatewi	de Improvement:		*
Inspector's Findings:				
continuous log for the entire fit of the inspection the Area was	scal ye not fo IP 466	ear beginning July rwarding a copy o	1 ^{sτ} and ending J of the CHP 466 n	es detail instead of maintaining one lune 30 th . Additionally, at the time nonthly to the Division ompletion and forwarding of the
IA random inspection of the A records inspected did not com Memorandum to Fiscal Manag	ply wit	h the department	al policy of subm	evealed that eighteen out of thirty hission of the CHP 467, Billing mpletion of services.
An inspection of the CHP 312 digit billing code on these doc	and C uments	HP 313 revealed s. Area was only	that the Area wa placing the five-o	is not placing the agency's fivedigit billing code on the CHP 467.
Commander's Response:	Conci	ır or □ Do Not Co	oncur (Do Not Con	cur shall document basis for response)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Riverside	Inland Division	8
Inspected by: Joette Wilson, AC		Date: 05/26/2009

Page 4 of 4

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	7. The my	5/28/09
	INSPECTOR'S SIGNATURE	DATE
	Lastle Willow	5/28/09
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE 06/16/09
Concur Do not concur		

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY

Command: Riverside	Division: Inland Division	Number: 840			
Evaluated by: Sat. Tel Preszler		Date: 05-26-2009			
Assisted by: Officer Jeff Oldham		Date: 05-26-2009			

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

		Lead Inspec	ctor's Signatur	e:		
TYPE OF INSPECTION		Leau maper	Acr o oignatur	.		
☑ Division Level	☐ Command Level					
Office of Inspections	☐ Voluntary Self-Inspection	T. Sep 12017				
Follow-up Required:	☐ Follow-Up Inspection	Commander's Signature: Date:				
☐ Yes	BY:	It (281) por 1818 6/5/09				6/5/09
For applicable policies, refer to	HPM 11.1, Chapter 20.			-0 -7		
Note: If a "No" or "N/A" box is che	ecked, the "Remarks" section :	shall be uti	lized for ex	planation.	《李林·李林	and the state of t
Does the command have ensure that a CHP 735, Ir Reimbursement Statemen	sufficient procedures to ncident Response nt, is prepared for each	⊠ Yes	□No	□ N/A	Remarks:	
arrest that meets the cost 2. What are these procedure						
The Area has their A/I Officer revirequired. Once report and CHP 7 coordinator. The coordinator take	735 turned in, the report gets ses the CHP 735 and logs it into	signea oπ a	note on the	e Area rou	te slip that warded to	a CHP 735 is the CHP 735
Does the command have assigned to process all C	a specific employee(s) HP 735 forms?	⊠ Yes	□ No	□ N/A	Remarks:	
the responsibility of proce	3 of this checklist is yes, is essing all CHP 735 forms ion or any other document?	⊠ Yes	□No	□ N/A	Remarks:	

INSPECTION PROGRAM

	5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
	 6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	⊠ Yes	□No	□ N/A	Remarks: The Area keeps two files. One file has below .08 and the other file has awaiting BAC results.
	 7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	⊠ Yes	□No	□ N/A	Remarks: On occasion they will get a late CHP 735 for processing.
	 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	⊠ Yes	□No	□ N/A	Remarks: The court does not notify t Area of convictions. The Area has to inquire on their cases.
	9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
-	10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: The Area has not encountered a transient arrest.
	11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
	12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	☐ Yes	⊠ No	□ N/A	Remarks: The Area was not attaching the CHP 415's to the CHP 735.

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more	☐ Yes	⊠ No	□ N/A	Remarks: The CHP 735 coordinator does not get the CHP 415's to verify
than one activity? 14. Are the staff hours incurred by members of the Department for the following activities associated with	⊠ Yes	□ No	□ N/A	with the CHP 735's. Remarks:
an incident meeting the criteria for DUI cost recovery included in the CHP 735?				
Response Time				
On-Scene InvestigationFollow-up Investigation				
Report Writing				
Vehicle Storage				
Call Back				
Field Sobriety Testing				
TransportationBooking				
Chemical Testing				
Traffic Control				
15. Are the staff hours for officers-in-charge, sergeants,	NV.	□ Na	□ NI/A	Remarks:
lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question	⊠ Yes	☐ No	□ N/A	
12 of this checklist and not exclusively supervisory				
tasks?				
16. Is the current hourly rate for reimbursement, sent out	∇ Vaa	□No	□ N/A	Remarks:
to all commands via Comm-Net from FMS, being used?	⊠ Yes			
17. Is a copy of the CHP 735 being retained at the				-
command and filed?	⊠ Yes	☐ No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to				
track cases qualifying for the DUI Cost Recovery	☐ Yes	⊠ No	□ N/A	Remarks: The Area was using the AIS
Program?				
19. In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost F	Recovery I	Program?
The Area is logging everything in the AIS.				
20. Are commands using a case monitoring system to				Remarks:
track cases qualifying for the DUI Cost Recovery	⊠ Yes	∏ No	□ N/A	Remains.
Program including the following information in the				
monitoring system? Defendant Information			1	
Violation Information				
Court Information				>
FMS Information				
BAC test results				

INSPECTION PROGRAM

21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	⊠ N/A	Remarks: The Area does not know if this is being done.
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	on 25 pertains to Fiscal Management Section.				
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Riverside	Division: Inland Division	Chapter: 8
Inspected by: Sgt. Tel Presz	ler	Date: 05-26-2009

Page 1 of 2

Page 1 of 2								
INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.								
TYPE OF INSPECTION ☑ Division Level ☐ Command L ☐ Executive Office Level	.evel	Total hours expended on the inspection: 2 hours	☑ Corrective Action Plan Included☐ Attachments Included					
Follow-up Required: ☐ Yes ☑ No	Inspec	rd to: Office of ctions eate: 06-25-2009						
Chapter Inspection: 8 Inspector's Comments Regarding Innovative Practices: N/A								
Command Suggestions for S	tatewi	de Improvement:						
Need to have training for all CHP 735 coordinators throughout the state.								
Inspector's Findings:								
The Area does not use the CHP 735A log and they are not attaching the CHP 415's to the CHP 735's.								
Commander's Response:	Conc	ur or Do Not Concur (Do Not Conc	cur shall document basis for response)					

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Riverside	Division: Inland Division	Chapter:
Inspected by: Sgt. Tel Preszle	Date: 05-26-2009	

Required Action	() () () () () () () ()
S ACC CHACA NOTOR	
Corrective Action Plan/Timeline	

The Area currently uses the AIS to keep track of their cases and time keeping. The Area was advised to start using the CHP 735A log for better tracking and as a better suspense system.

The Area was not attaching the CHP 415's to the CHP 735's and they were advised to start doing so immediately for reconciliation purposes. The Area is starting to implement a check and balance system to ensure compliance with submission of CHP 415's to the CHP 735's.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE (1) Som 13(1)	DATE 6/5/U4
(See FIFM 9.1, Chapter 6 for appear procedures.)	A (201)	O5-28-09
☐ Reviewer discussed this report with employee ☐ Concur ☐ Do not concur	REVIÈVER'S SIGNATURE 3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	DATE 06/16/09

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Barstow	Inland	835
Evaluated by:		Date:
Sgt. Ron Seldon #14785		5/12/2009
Assisted by:		Date:
Lt. Jeff Klug/	5/12/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspe	ctor's Signatu	re:	
☑ Division Level ☐	Command Level	· 55			-5
☐ Office of Inspections ☐	Voluntary Self-Inspection	A	21	Const	
□vaa ˈ 応Na	Follow-Up Inspection BY:	Commande	Signature:	LiOn	Date: 6.2.09
For applicable policies, refer to h					
Note: If a "No" or "N/A" box is check	ked, the "Remarks" section	shall be ut	lized for ex	planation	3周4 5年 15月 省民和省中国公共
Prior to the performance of contracting party informed contracting party informed contracting party informed concellation policy?	of the rates charged for	⊠ Yes	□No	□ N/A	Remarks:
Does the billing rate include expenses such as uniform of the control of the	or equipment damage?	⊠ Yes	□No	□ N/A	Remarks:
3. When a safety service is pro agency, is the agency's five obtained?	ovided to another state e-digit billing code	☐ Yes	□No	⊠ N/A	Remarks: Not performed by this command
Is the billing code document Services Billing Memorandu		⊠ Yes	□No	□ N/A	Remarks:
5. Is \$50 charged for each CH assigned to the detail if the less than 24 hours prior to t	IP uniformed employee cancellation notification is	⊠ Yes	□No	□ N/A	Remarks:
6. Is a minimum payment of 4 when employee(s) could no cancellation of their service	hours overtime charged of the	⊠ Yes	□No	□ N/A	Remarks:
Is information regarding the necessary right-of-way clea requirements, and other per available to inquiring parties	e procedures to obtain trances or permits, local rtinent information made	⊠ Yes	□No	□ N/A	Remarks:
8. Are written requests for spe the appropriate command?		⊠ Yes	□No	□ N/A	Remarks:
Are traffic control services le approved by Division?	ess than \$50,000	⊠ Yes	□No	□ N/A	Remarks:
Are traffic control services e more approved by the Office	estimated to be \$50,000 or e of the Commissioner?	⊠ Yes	□No	□ N/A	Remarks:
Are extraordinary protective Assistant Commissioner, Fi	e services approved by the	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

Questi	ons 12 through 17 pertain to collecting advance dep	osits.		2015	
			Shellwar .		
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	☐ No	□ N/A	Remarks:
13.	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
14.	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15.	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
17.	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18	Is a CHP 466 maintained?				, and the same of
			☐ No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	⊠ No	□ N/A	Remarks:Not maintained prior to 10/13/2008
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	☐ Yes	□No	⊠ N/A	Remarks:Done by Division
22.	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	No	⊠ N/A	Remarks:Done by Division
23.	Is the original RSA signed and filed at Area?	⊠ Yes	 □ No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	☐ No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks:No instance of a service over \$50,000
28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks:No contracts made with local public bodies
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	Remarks:Never done at this Area
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks:
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
	Are copies of CHP 467 forms forwarded to the next level of review?	Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks:Area will begin this process
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
specia	ons 39 through 52 pertain to extraordinary protective in projects.	e services	and repo	rt of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	⊠ Yes	□No	□ N/A	Remarks:
40.	Is a reimbursable special project code obtained on every contractual service?		☐ No	□ N/A	Remarks:
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?		☐ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	☐ No	□ N/A	Remarks:
46.	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?		☐ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□ No	⊠ N/A	Remarks:Issue never encountered at Area
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Barstow	Division: Inland	Chapter:	
Inspected by: Sgt. Ron Seldon #14785		Date: 5/12/2009	

Page 1 of 3

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection de la composition della composition d	Check appropriate boxes as necessary, or fi on number. Under "Forward to:" enter the nex ent shall be utilized to document innovative pr action plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION ☑ Division Level ☐ Command I ☐ Executive Office Level	_evel	Total hours expended on the inspection: 2.0	☑ Corrective Action Plan Included☐ Attachments Included
Follow-up Required: Comm		rd to:Assistant iissioner Field ate: 6/11/2009	
Chapter Inspection: Inspector's Comments Rega	rding Ir	nnovative Practices:	
Command Suggestions for S	tatewic	de Improvement:	

Additional training should be conducted by the reimbursable services coordinator and every command should ensure that a backup reimbursable service coordinator is installed.

Inspector's Findings:

Previous to October 13th, 2008, a CHP 466 (Reimbursable Services Control Log) was not maintained at the Barstow Area. Following that date, several entries have been made in accordance with policy. Several CHP 467 forms (Billing Memorandums) were found in the file kept at the Area office without the commander's signature.

Cozeep reconciliation reports between FLSA periods 7/7/08 through 1/18/09 had no entries for miles driven on each line as required. On each report, there was only a number for total mileage for the FLSA periods listed at the bottom. However, all overtime reconciliation reports prior to and after the dates listed have the mileage included for each assignment as required.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command: Barstow	Division: Inland	Chapter:
Inspected by: Sgt. Ron Seldon #14785		Date: 5/12/2009

Victoria de la particio	
Required Action	
Corrective Action	Plan/Timeline

1. The CHP 466 (Reimbursable Services Control Log) will continue to be maintained at the Barstow Area with a new log to start at the beginning of each fiscal year.

2. The overtime coordinator has been instructed by the Division Reimbursable Services coordinator to add vehicle mileage to each detail on all overtime reconciliation reports for COZEEP or MAZEEP projects.

3. All CHP 467 forms (Billing Memorandums) kept on file at the Area office have been signed by the

commander upon the date of inspection.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 617-09
(dee in two.i, chapter o for appear procedures)	INSPECTOR'S SIGNATURE	5/15/09
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	G4/189
		7/01

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division:	Number:
Barstow Area	Inland Division	835
Evaluated by:	Date:	
SSA Hope Pru	05/12/2009	
Assisted by:	Date:	
Officer Mark Stephens	05/12/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

		Lead Inspe	ctor's Signatu	re:		
TYPE OF INSPECTION		1	-	\cap	. 1	
□ Division Level	Command Level					
☐ Office of Inspections	☐ Voluntary Self-Inspection	Hope V. Truch				
Follow-up Required:	☐ Follow-Up Inspection	Commande	er's Signature			Date:
☐ Yes 🖾 No	BY:		//	· Q	1	1.2.00
		00		100	/	
For applicable policies, refe	r to HPM 11.1, Chapter 20.					
	checked, the "Remarks" section	shall be ut	lized for ex	planation.		超数 1000 年底
	eve sufficient procedures to	N/V	□ Na	□ N/A	Remarks:	
ensure that a CHP 735	ncident Response ment, is prepared for each	⊠ Yes	☐ No			
arrest that meets the c						
2. What are these proced						
A	FLIDBA 44.4 Chanter 20 in legate	nd in the C	UD 725 DU	I Cost Pa	covery hind	er The assignment
A complete current copy of DUI Cost Pecovery is all	f HPM 11.1, Chapter 20, is locate lso listed in the Special Duty job (ea in the C description	for Court (Officer res	covery bind ponsibilities	and Area SOP.
Of DOI Cost Necovery is an	iso listed in the openial buty job	accompact	ioi oouit c	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , , , , , , , , , , , , , , , , , ,	
=						
	ave a specific employee(s)	⊠ Yes	□No	□ N/A	Remarks: Of	fficer Mark Stephenson
assigned to process a	II CHP 735 IOIIIIS?			L. 1WA	Is primary, C backup.	Officer Steve Mantei is
4 If the answer to questi	on 3 of this checklist is yes, is				васкир.	
	ocessing all CHP 735 forms	⊠ Yes	□No	□ N/A	Remarks:	
listed in their job descr	iption or any other document?					

INSPECTION PROGRAM

5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks: The box of Date to Fiscal Management was not filled out the date sent was written on the form in the lower right and corner. Only one form was missing a box checked in Section A.
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	XYes	□No	□ N/A	Remarks: Reviewed weekly.
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received for a commercial driver	⊠ Yes	□No	□ N/A	Remarks:
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	☐ Yes	⊠ No	□ N/A	Remarks: 415's were not attached To completed CHP 735's, but were attached to all pending 735's. 415's were recently being sent to FMS. Area was advised to attach them only to their copy and retain for verification and auditing purposes.
10.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: Area did not have any Transient arrest reports.
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks: Verified on the suspense Copies only. (see #9)

INSPECTION PROGRAM

13.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□ No	□ N/A	Remarks:
14.	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□No	□ N/A	Remarks:
	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	⊠ No	□ N/A	Remarks: None were noted to have A Sergeant, Lieutenant or Captain time associated with arrest.
16.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	⊠ No	□ N/A	Remarks: Area was billing off what the form in formflow or Acrobat Reader indicated. A copy of the MIS was provided with the current rate and is now in the procedures book.
17.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	⊠ No	□ N/A	Remarks:
19.	In the absence of a CHP 735A, how is the command tr	acking the	DUI Cost F	Recovery	Program?
1	a is documenting the tracking of the CHP 735 by the Division Databa				
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Court Information	⊠ Yes	□No	□ N/A	Remarks: Area is also tied into the court website that lists adjudicated cases. The court officer monitors this website on a weekly basis.

INSPECTION PROGRAM

	FMS InformationBAC test results				
21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: All are being tracked and if they are waiting for a conviction date they are monitoring its status weekly.
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□No	⊠ N/A	Remarks:
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	Yes	□ No	⊠ N/A	Remarks:
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	on 25 pertains to Fiscal Management Section.	The state of			
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Barstow Area	Inland Division	8	
Inspected by:	Date:		
Hope Pruett, AC	05/12/2009		

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number of the inspection in the Chapter I shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or find number. Under "Forward to:" enter the new ont shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide		
TYPE OF INSPECTION ☑ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended on the inspection: 2 hours	☐ Corrective Action Plan Included☐ Attachments Included		
Follow-up Required:		rd to: Assistant issioner Field			
☐ Yes ☑ No	Due D	ate: 6/12/2009			
Chapter Inspection:					
Inspector's Comments Regard	ding Ir	nnovative Practices:	2 All 14M9		
N/A					
Command Suggestions for St	atewic	le Improvement:			
Training for new officers should be mandatory, a DVD or VCR tape would be of great benefit for newly assigned personnel.					
Inspector's Findings:					
While several items were not in	n com	oliance they were quickly correcte	d and are now in use.		
Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)					

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Barstow Area	Division: Inland Division	Chapter:
Inspected by:		Date:
Hope Pruett, A06816		05/12/2009

Inspector's Comments:	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	

N/A

Required Action	
Corrective Action Plan/Timeline	

After review of Area's procedures a current copy of HPM 11.1, Chapter 20, and a current copy of the 2008/09 Hourly Overtime Reimbursable Rates and Driving Under the Influence (DUI) Cost Recovery Rates MIS are now located in the procedures manual.

Area was not entering the Date to Fiscal Management in the box provided. It was suggested to the Area to use the box instead of writing it at the bottom of the form.

The CHP 415's were attached to the suspense copy of the CHP 735, and held in the pending file. When the CHP 735 was completed the CHP 415's were attached and sent to FMS. Area was directed to keep the CHP 415's attached to the Area file copy and not send to FMS.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	Mondaya	5
	INSPECTOR'S SIGNATURE	DATE
	Hose Virtuell	9/18/09
Reviewer discussed this report with	REVIEWER'S SONATURE	DATE
employee ☐ Concur ☐ Do not concur	3110	(0/1/01
	29/00	
	\ /	<i>i I</i>

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Needles	Inland	834
Evaluated by:		Date:
Sgt. Ron Seldon		5/13/2009
Assisted by:	Date:	
Sgt. Bill Condray/ Linda Raley		5/13/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF I	TYPE OF INSPECTION			ctor's Signatu	ire:		
⊠ Div	ision Level	Command Level				128	
☐ Offi	ce of Inspections	☐ Voluntary Self-Inspection	LAMACO				
Fo	llow-up Required:	☐ Follow-Up Inspection	1	er's Signature:			Date:
] Yes 🔯 No	BY:	Au	Bear	della	,	5-27-09
		B1.	,0:0	Juli	ng		J-27-01
For ap	oplicable policies, refer t	o HPM 11.1, Chapter 6.					
Note:	fa "No" or "N/A" box is ch	ecked, the "Remarks" section	shall be ut	ilized for ex	cplanation	自然特别,	
1.	Prior to the performance contracting party informe services, departmental e cancellation policy?	d of the rates charged for	⊠ Yes	□No	□ N/A	Remarks:	
2.	Does the billing rate inclu	ide mileage and other m or equipment damage?	⊠ Yes	□No	□ N/A	Remarks:	
3.	3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?			□ No	□ N/A	Remarks:	
Is the billing code documented on the Reimbursable Services Billing Memorandum?			□No	□ N/A	Remarks:		
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?			⊠ Yes	□No	□ N/A	Remarks:	
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?		⊠ Yes	□No	□ N/A	Remarks:		
Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?		⊠ Yes	□No	□ N/A	Remarks:		
8.	Are written requests for specific services directed to the appropriate command?		⊠ Yes	□No	□ N/A	Remarks:	
9.	9. Are traffic control services less than \$50,000 approved by Division?		⊠ Yes	□ No	□ N/A	Remarks:	
10.	Are traffic control service	s estimated to be \$50,000 or fice of the Commissioner?	⊠ Yes	□ No	□ N/A	Remarks:	
11.		ive services approved by the	⊠ Yes	No	□ N/A	Remarks:	

Note that the second se

INSPECTION PROGRAM

CHAPTER 8

Quest	ions 12 through 17 pertain to collecting advance dep	osits.			
12	. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	☐ No	□ N/A	Remarks:
	. Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Quest	ions 18 through 31 pertain to the preparation of agre	ements.			
	Is a CHP 466 maintained?	⊠ Yes	□ No	□ N/A	Remarks:
	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
	Is the original RSA signed and filed at Area?		□No	□ N/A	Remarks:
	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	⊠ Yes	☐ No	□ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	⊠ Yes	□No	□ N/A	Remarks:
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

30	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□ No	□ N/A	Remarks:
	. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
Quest	ions 32 through 38 pertain to training agreement pro	cedures a	ind reporti	ng for se	rvices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks:Not done at Area
33	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:
	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
	ons 39 through 52 pertain to extraordinary protectiv I projects.	e services	and repo	rt of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks:Never performed at Area
	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□ No	□ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45.	Is the original overtime report(s) forwarded to FMS?	☐ Yes	⊠ No	□ N/A	Remarks:Forwarded to Division by Area before

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

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46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	Yes	□No	⊠ N/A	Remarks:Never occurred at the Area
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:

Needles

Inspected by:

Sgt. Ron Seldon #14785

Division: Inland Chapter:

Date:

5/13/2009

Page 1 of 3

shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or fi on number. Under "Forward to:" enter the ne- ent shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION ☑ Division Level ☐ Command L ☐ Executive Office Level	.evel	Total hours expended on the inspection: 1.5	☑ Corrective Action Plan Included☐ Attachments Included
Follow-up Required: ☐ Yes ☑ No	Comm	rd to:Assistant issioner Field ate: 6/12/2009	
Chapter Inspection: Inspector's Comments Regar	dina In	novative Practices:	
N/A			
should ensure that a backup re	onduct	e Improvement: ed by the reimbursable services c sable service coordinator is installe	oordinator and every command ed.
duties of an Area command.		compliance with policy regarding	
Commander's Response: ☑(Concui	or 🔲 Do Not Concur (Do Not Conc	ur shall document basis for response)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command: Needles	Division: Inland	Chapter:
Inspected by:		Date:
Sgt. Ron Se	ldon #14785	5/13/2009

Required Action	
Corrective Action F	Plan/Timeline

A request was made for the Area Reimbursable services coordinator to separate the CHP 466 logs (Reimbursable Services Control log) by fiscal year, which is July 1st to June 30th instead of calendar year.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	5/27/09
(Occ 111 III C.1, Chapter o for appear procedures)	INSPECTOR'S SIGNATURE	5/15/09
Reviewer discussed this report with employee Do not concur	REVIEWER'S STONATURE	DATE (2/09
	6 1	

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM **CHAPTER 8**

COMMAND DUI COST RECOVERY

Command:	Division:	Number:
Needles Area	Inland Division	834
Evaluated by:	Date:	
SSA Hope Pruett, A06816		05/13/2009
Assisted by:		Date:
Linda Raley, OAII		05/13/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Followup Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

		The company was to		1000		
TYPE OF INSPECTION		Lead Inspe	ctor's Signatu	re:		
☑ Division Level ☐	Command Level	I silve VI de solt				
☐ Office of Inspections	Voluntary Self-Inspection	He	spe V	1/40 8	10	
Follow-up Required:	☐ Follow-Up Inspection	Commande	er's Signature:	11.		Date:
∑ Yes ☐ No	BY:	Du) Bua	aci	4	5/27/09
For applicable policies, refer to HPM 11.1, Chapter 20.						
Note: If a "No" or "N/A" box is ched		shall be ut	lized for ex	planation.		
Does the command have sensure that a CHP 735, Inc. Reimbursement Statement	cident Response , is prepared for each	☐ Yes	⊠ No	□ N/A	Remarks:	
arrest that meets the cost						
What are these procedures	6?					
A complete current copy of HP Office Assistant. A one page li copy of HPM 11.1, Chapter 20	st detailing her processing p	rocedure is	s also locat	ed in the f	older and p	er maintained by the rocedure book. A
Does the command have a assigned to process all CH		⊠ Yes	□ No	□ N/A	Is primary, (officer Alex Diaz Office Assistant Linda Seses the CHP 735 when
If the answer to question 3 the responsibility of proces listed in their job descriptio	sing all CHP 735 forms	☐ Yes	⊠ No	□ N/A		Jnable to locate in the procedure book.

INSPECTION PROGRAM

5.	Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	XYes	□ No	□ N/A	Remarks: Reviewed weekly.
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? • The date of BAC results of =.08% were received	☐ Yes	⊠ No	□ N/A	Remarks: Several CHP 735's were not sent within 10 business days.
	 The date of BAC results of =.04% were received for a commercial driver 				
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	☐ Yes	⊠ No	□ N/A	Remarks: One CHP 735 was sent to FMS that should have waited for the BAC. The PAS result was inadvertently read by mistake.
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
10.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: Area did not have any Transient arrest reports.
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□ No	□ N/A	Remarks:
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□ No	□ N/A	Remarks: Highlighted on the 415's.
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	⊠ No	□ N/A	Remarks: None were noted to have A Sergeant, Lieutenant or Captain time associated with arrest.
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	⊠ No	□ N/A	Remarks: Area was billing off what the form in formflow or Acrobat Reader indicated. A copy of the MIS was provided with the current rate and is now in the procedures book.
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command Area is documenting the tracking of the CHP 735 by the Division Datab				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: All are being tracked and if they are waiting for a conviction date they are monitoring its status weekly.
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	⊠ N/A	Remarks:
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	on 25 pertains to Fiscal Management Section.				
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM

	HOMS DOCUMENT	
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EXCEPTIONS DOCUMENT	
Daniel d of O	

Command: Needles Area	Division: Inland Division	Chapter: 8
Inspected by: Hope Pruett, At	06816	Date: 05/13/2009

number of the inspection in the Chapter	Inspection	Check appropriate boxes as necessary, or fi on number. Under "Forward to:" enter the ne- ent shall be utilized to document innovative pra- iction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION ☑ Division Level ☐ Command L ☐ Executive Office Level	evel	Total hours expended on the inspection: 1.5 hours	□ Corrective Action Plan Included □ Attachments Included
Follow-up Required:		rd to: Assistant hissioner Field	
⊠ Yes □ No	Due D	ate: 6/12/2009	
Chapter Inspection:			
Inspector's Comments Regar	ding I	nnovative Practices:	
N/A			
Command Suggestions for S	tatewi	de Improvement:	
		y. A DVD or VCR tape would also	be of great benefit for newly
Inspector's Findings:			
	esent I	was unable to interview the prima	ary officer in charge of reviewing
Commander's Response:	Conc	ur or Do Not Concur (Do Not Con	cur shall document basis for response)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command: Needles Area	Division: Inland Division	Chapter:
Inspected by: Hope Pruett, Al	06816	Date: 05/13/2009

Inanastaria Cammantar	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
inspector's Comments.	Shall address flori concurrence by commander (e.g., initialize retrieve, initialize
etc.)	

Required Action

Corrective Action Plan/Timeline

After review of Area's procedures a current copy of HPM 11.1, Chapter 20, and a current copy of the 2008/09 Hourly Overtime Reimbursable Rates and Driving Under the Influence (DUI) Cost Recovery Rates MIS are now located in the clerical procedures folder.

A copy of HPM 11.1, Chapter 20, and a procedure guideline need to be in place in the court officers' office for reference and training.

When interviewing the Office Assistant who processed the CHP 735's it was noted that in her absence there were no other person trained as a back up to process the forms in her absence. It was suggested a backup shall be trained for processing the CHP 735's so there is no delay in sending them to FMS.

On the CHP 735 that was inadvertently sent with a PAS reading, this appeared to be a one time incident and no further action is needed.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE AU DUADLY INSPECTOR'S SIGNATURE	5/27/09 DATE 6/10/2509
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE /2/09

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Mojave	Inland	830
Evaluated by:		Date:
Sgt. Ron Se	ldon	5/20/2009
Assisted by:		Date:
Sandi P	Ines	5/20/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION			Lead Inspe	ector's Signatu	ıre:	, , , , , , , , , , , , , , , , , , ,	
☑ Division Leve		Command Level					
☐ Office of Inspe	ections [☐ Voluntary Self-Inspection	ens Section	<- 27	4	· Comme	
Follow-up		☐ Follow-Up Inspection	1	er's Signature		J. 6(23/09	
☐ Yes	⊠ No	BY:	a	Wil	mez	74	
		HPM 11.1, Chapter 6.					
			shall be ut	ilized for ex	kplanation		
contractir services,	ng party informed	of services, is the did not be a state of the rates charged for quipment usage, and	⊠ Yes	□No	□ N/A	Remarks:	
Does the expenses	billing rate inclusions such as uniforn	de mileage and other n or equipment damage?	⊠ Yes	□No	□ N/A	Remarks:	
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?		⊠ Yes	□No	□ N/A	Remarks:		
Is the billing code documented on the Reimbursable Services Billing Memorandum?		⊠ Yes	□No	□ N/A	Remarks:		
assigned less than	to the detail if th 24 hours prior to	CHP uniformed employee e cancellation notification is the scheduled service?	⊠ Yes	□ No	□ N/A	Remarks:	
when em		4 hours overtime charged not be notified of the ce(s)?	⊠ Yes	□No	□ N/A	Remarks:	
necessar requireme	y right-of-way cle	ne procedures to obtain earances or permits, local ertinent information made es?	⊠ Yes	□No	□ N/A	Remarks:	
	n requests for sp priate command	pecific services directed to ?	⊠ Yes	□No	□ N/A	Remarks:	
9. Are traffic		less than \$50,000	⊠ Yes	□No	□ N/A	Remarks:	
10. Are traffic	control services	estimated to be \$50,000 or ice of the Commissioner?	☐ Yes	□No	⊠ N/A	Remarks:Not performed at Area	
11. Are extra		ve services approved by the	☐ Yes	□No	⊠ N/A	Remarks:Not performed at Area	

INSPECTION PROGRAM

CHAPTER 8

医	ions 12 through 17 pertain to collecting advance dep	osits.			
12	. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□ No	□ N/A	Remarks:
13	. Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	☐ No	□ N/A	Remarks:
16	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
17.	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Quest	ons 18 through 31 pertain to the preparation of agre	ements.		(30,1	a believe of the
	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	⊠ No	□ N/A	Remarks:RSA numbers will be listed on CHP 466 in this manner following this date
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□ No	□ N/A	Remarks:
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	☐ Yes	□ No	⊠ N/A	Remarks:Numbers are assigned at Inland Division
22.	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?		□No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	☐ No	⊠ N/A	Remarks: Has not occurred at the Area
28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks:Has not occurred at the Area
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

30	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks:
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
Quest	ions 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
32.	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks:Not done at Area
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:A few were delayed due to low staffing levels and scheduling.
34.	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□ No	□ N/A	Remarks:
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
	ons 39 through 52 pertain to extraordinary protectiv I projects.	e services	and repo	rt of over	time hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks:No extraordinary protective services performed
40.	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
	Are all corrections noted on the overtime report(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the overtime report forwarded to Division				

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	□ No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□ No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	☐ No	⊠ N/A	Remarks:Never occurred at the Area
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks:Has not occurred at Area

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Mojave	Inland	8
Inspected by:		Date:
Sgt. Ron Seldon #14785		5/20/2009

Page 1 of 3

age 1015			
number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or file on number. Under "Forward to:" enter the nexent shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	t level of command where the document actices, suggestions for statewide
TYPE OF INSPECTION ☑ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended on the inspection:	☐ Corrective Action Plan Included☐ Attachments Included
Follow-up Required: ☐ Yes ☐ No	Inspec	rd to: Office of ctions ate: 6/20/2009	
Chapter Inspection:			
Inspector's Comments Regar	ding l	nnovative Practices:	THE A PARTY AND THE PARTY AND A PARTY AND A PARTY
N/A			
Command Suggestions for S	tatewi	de Improvement:	
Additional training should be c should ensure that a backup re	onduc eimbu	ted by the reimbursable services or reable service coordinator is install	coordinator and every command ed.
Inspector's Findings:			
The CHP 466 logs were inspe However, the RSA numbers of services, followed by two digit	n the (fiscal	nd were properly filed in accordance CHP 466 did not include the letter ' year, three digit location code and nn only included the sequential nur	a sequential number for each
numbers were R-08-830-0162	, R-08	in the file without the requestor's s -830-0035 and R-08-830-0004. T all the required signatures in the A	he command coordinator was
SO.		ept with the CHP 467 in the file. The	
Commander's Response:	Conci	ur or ☐ Do Not Concur (Do Not Cond	cur shall document basis for response)
A	J.	•	

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Mojave	Inland	8
Inspected by:		Date:
Sgt. Ron Se	ldon #14785	5/20/2009

Required Action
Corrective Action Plan/Timeline

All three items discussed in the Inspector's Findings section were noted by the reimbursable services coordinator at the Mojave Area. The solutions will be implemented on all entries following the date of inspection.

Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	6/23/09
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	DATE ,
	1 2 and	5/26/09
Reviewer discussed this report with employee	REVIEWER'S STONETURE	DATE
☐ Concur ☐ Do not concur	/MU	(0/20/01
		//

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division:	Number:
Mojave	Inland Division	830
Evaluated by: Hope V. Pruett, SSA		Date: 05/20/2009
Assisted by:		Date:
Debra Frazier		05/20/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

		Load Inche	ctor's Signatu	ıro.			
TYPE OF INSPECTION		Lead Inspector's Signature:					
☐ Division Level ☐	Command Level	Hope V Phutt , A06816					
☐ Office of Inspections ☐ Voluntary Self-Inspection		1					
Follow-up Required: ☐ Yes ☐ No	Follow-Up Inspection BY:	Commander's Signature: Date: 6/23/09					
For applicable policies, refer to HPM 11.1, Chapter 20.							
Note: If a "No" or "N/A" box is che	cked, the "Remarks" section	shall be utilized for explanation.					
Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?		⊠ Yes	□No	□ N/A	Remarks:		
What are these procedure A copy of the current HPM 11.1 Area Sergeants and Clerical Pe	1, Chapter 20, is located in the critical in t	e Clerical loss and CHI	Procedures P 415s are	manual. conducted	A thorough	review by the	
Does the command have a assigned to process all Ch		⊠ Yes	□No	□ N/A	Remarks: The previous OAII assigned to process the forms left the department earlier last year.		
If the answer to question 3 the responsibility of proces listed in their job description	ssing all CHP 735 forms	⊠ Yes	□No	□ N/A	backed up by	he OAII is primary and is y the OSSI. Also all view the CHP 735s and	

INSPECTION PROGRAM

5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks:
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received for a commercial driver	⊠ Yes	□No	□ N/A	Remarks:
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	☐ Yes	⊠ No	□ N/A	Remarks: There were a limited few CHP 735s that had not been sent in the 10 day time frame due to loss of personnel. That has been corrected.
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
10.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks:
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

13.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□ No	□ N/A	Remarks:
	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□No	□ N/A	Remarks: An extended drive back to the office was due to a Bakersfield booking.
	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
16.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:
17.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks: The completed CHP 735 is filed with copies of the CHP 415s in the general Arrest file cabinet.
18.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
19.	In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost F	Recovery	Program?
	They were using the Form Flow version but have switc shown they can use the AIS system.	hed to Ado	be Reader	CHP 735	Forms. They were also
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information RAC test results	⊠ Yes	□ No	□ N/A	Remarks:

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□No	□ N/A	Remarks:
	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks: Initialed by Commander
Questi	on 25 pertains to Fiscal Management Section.				
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command: Mojave Area	Division: Inland Division	Chapter: 8	
Inspected by: Hope Pruett, #/	N06816	Date: 05/20/2009	

Page 1 of 2

number of the inspection in the Chapt	er Inspecti his docum	on number. Under "Forward to:" enter ent shall be utilized to document innov	ary, or fill in the blanks as indicated. Enter the chapter the next level of command where the document ative practices, suggestions for statewide may be used if additional space is required.
TYPE OF INSPECTION ☑ Division Level ☐ Command ☐ Executive Office Level	d Level	Total hours expended on the inspection: 2 hours	☑ Corrective Action Plan Included☐ Attachments Included
Follow-up Required:		ard to: Assistant nissioner Field	
☐ Yes	Due D	Date: 6/20/2009	A CONTRACTOR COMMENTS OF THE CONTRACTOR OF THE C
Chapter Inspection:			
Inspector's Comments Reg	arding I	nnovative Practices:	
Command Suggestions for	Statewi	de Improvement:	
Personnel were shown the l	og can k stem for	ne also printed from the AIS them. They currently use th	system which the OAII said would be a e CHP Adobe Reader Forms, as the
Inspector's Findings:			
	the CH	P 735s and CHP 415s are ke st Report,	ept with the original arrest reports and
Commander's Response:	⊠ Conc	ur or Do Not Concur (Do N	ot Concur shall document basis for response)
•	100°		

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Mojave Area	Inland Division	8
Inspected by:	Date:	
Hope Pruett, #/	05/20/2009	

Page 2 of 2

Inspector's Comments: etc.)	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
·	
Required Action	
Corrective Action Plan/	Fimeline Financial Control of the Co

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	6(23/09
(cocini in city chapter of its appear	HOLL WHITE	6/16/09
☐ Reviewer discussed this report with employee ☐ Concur ☐ Do not concur	REVIEWER'S SIGNATURE	G/30/09
	· My	//

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

Anger v a

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Bishop	Division: Inland Division	Number: 825
Evaluated by: Hope Pruett, S	SA	Date: 05/20/2009
Assisted by: Virginia Brewer		Date: 5/20/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspector's Signature:						
☑ Division Level	☐ Command Level		. [0	11	. 0 . 0	
☐ Office of Inspections	☐ Voluntary Self-Inspection	Hope V Thuett, A06816					
Follow-up Required: Yes No	Follow-Up Inspection BY:	Commander's Signature: Date: 6/9/09					
For applicable policies, refer to HPM 11.1, Chapter 20.							
Note: If a "No" or "N/A" box is	checked, the "Remarks" section	shall be ut	ilized for ex	xplanation	LE STATE OF		
1. Does the command ha ensure that a CHP 735 Reimbursement Staten arrest that meets the co	ve sufficient procedures to , Incident Response nent, is prepared for each ost recovery criteria?	☐ Yes	⊠ No	□ N/A	Remarks:		
What are these proced	ures?		18				
No procedures were on har	nd.						
assigned to process all		⊠ Yes	□No	□ N/A	Remarks:		
the responsibility of proc	n 3 of this checklist is yes, is cessing all CHP 735 forms otion or any other document?	⊠ Yes	□ No	□ N/A	CHP 735's and backup. All A responsible for 735s and ensight CHP 415 for a two persons.	e OSS processes the ad the OAII is the area Sergeants are or reviewing the CHP uring they match the accuracy. The Area has clerical office and both ss trained on each desk s.	

By The State of th

INSPECTION PROGRAM

Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:
 6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	☐ ☐ Yes	□ No	□ N/A	Remarks:
 Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? 	⊠ Yes	□No	□ N/A	Remarks:
 The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 				
 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	⊠ Yes	□ No	□ N/A	Remarks:
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	☐ Yes	⊠ No	□ N/A	Remarks: When interviewing the supervisor all hours were verified by the Sergeants and reviewed by clerical via CARS.
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks:
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	☐ Yes	⊠ No	□ N/A	Remarks: Unable to verify as CHP 415's were not kept in hard copy. CHP 735's reviewed had officers who had transferred out, no access to their CHP 415's.

INSPECTION PROGRAM

12 Doos the Nation west 54 OUD ton in the				
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: Those that I was able to review had not been separated out.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?	☐ Yes	⊠ No	□ N/A	Remarks: When reviewing the CHP 735's all items had been listed that pertained to the arrest report.
 Response Time On-Scene Investigation Follow-up Investigation Report Writing 				Several of the CHP 415's reviewed indicated the FTO's time was listed on the CHP 735 but not on the CHP 415.
 Vehicle Storage Call Back Field Sobriety Testing Transportation Booking 				9
Chemical Testing Traffic Control				
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□No	□ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks: Area used the form flow version, now using AlS and Acrobat Reader version. Hard copies had been printed and kept in file.
19. In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost R	ecovery F	Program?
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information 	⊠ Yes	□No	□ N/A	Remarks:
BAC test results				

INSPECTION PROGRAM

CHAPTER 8

		Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:
	22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:
		Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	⊠ N/A	Remarks:
	24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
	Afte 415 usir alte had long	Comments by evaluator: er reviewing the CHP 735's and trying locate the CHP is with the OSS and alternate, it was discovered that ng CARS for tracking purposes was not a viable rnative to keeping a hard copy. Many of the officers transferred or retired and access to the 415's was no ger available for auditing purposes.				X)
C	为	on 25 pertains to Fiscal Management Section.				
		Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page	1	of	2
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Command: Bishop Area	Division: Inland Division	Chapter:	
Inspected by: Hope Pruett, S	SA	Date: 05/20/2009	

Page 1 of 2			
shall be routed to and its due date. The	nis docum	l. Check appropriate boxes as necessary, o ion number. Under "Forward to:" enter the rent shall be utilized to document innovative action plans. A CHP 51 Memorandum may	
TYPE OF INSPECTION		Total hours expended on the	
☑ Division Level ☐ Command	Level	inspection:	Corrective Action Plan Included
☐ Executive Office Level		2 hours	Attachments Included
Follow-up Required:	Forwa	ard to:	
⊠ Yes □ No	Due D	Pate:	
Chapter Inspection:			
Inspector's Comments Rega	iraing I	nnovative Practices:	
Command Suggestions for S	Statewic	le Improvement:	
Annual Training should be ma	andator	y even for the Sergeants. A DVD	or VCR tape would be of great
benefit for flewly assigned per	rsonnei	to view, which would have been	very beneficial for this Area.
In an at the First			
Inspector's Findings:			
application. The evaluator wa	S unab	e to verily the times trames ento	ensure accuracy using the CARS red on the CHP 735s with the CHP
the CARS application for those	e office	o longer assigned to the office and reading this audit the Area reading.	the Area could no longer access
Dulling	a uno a	JUIL THE ALEX WAS CONDUCTING A L	roining Day and all afficaces
sergeants were notified of the	new pr	ocedures. A briefing item was al	so to be completed.
Commander's Response: X	Concu	or Do Not Concur (Do Not Conc	cur shall document havin for reasons

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Bishop Area	Division: Inland Division	Chapter:	
Inspected by: Hope Pruett, S	Date: 05/20/2009		

Inspector's Comments:	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	

Required Action	
Tregulaco Asaoli	
Corrective Action	Plan/Timeline

FREER CONCURS WITH THE FINDINGS &

CORRECTIVE MERSURES HAVE BEEN PUT

IN PLACE. THE NEW COMMANDER

OF BISHOP HAS BEEN INSTRUCTED

ON THE CHANGES MOD WILL ENSURE

All CORRECTIVE MERSURES ARE

IN PLACE AND FOLLOWED

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	6/19/09
	INSPECTOR'S SIGNATURE	646109
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE A A A A	DATE 6/69

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Bishop	Inland	825
Evaluated by:		Date:
Sgt. Ron Seldon		5/20/2009
Assisted by:		Date:
Virginia Brewer		5/20/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF I	NSPECTION		Lead Inspe	ctor's Signatu	ire:		
⊠ Div	ision Level	Command Level					5
☐ Offi	ce of Inspections	☐ Voluntary Self-Inspection	Challe (
Fo	llow-up Required:] Yes ⊠ No	Follow-Up Inspection BY:	Commander's Signature: Date: 19/09				1 - / -
		to HPM 11.1, Chapter 6.					
Note:		necked, the "Remarks" section	shall be ut	ilized for ex	cplanation		多为一种产品的
1.	contracting party informations services, departmental cancellation policy?	ed of the rates charged for equipment usage, and	⊠ Yes	□No	□ N/A	Remarks:	
		m or equipment damage?	⊠ Yes	□No	□ N/A	Remarks:	
3.	agency, is the agency's obtained?		☐ Yes	□No	⊠ N/A	Remarks:	
	Services Billing Memora		☐ Yes	□No	⊠ N/A	Remarks:	× 5. U-200
5.	assigned to the detail if	CHP uniformed employee the cancellation notification is to the scheduled service?	⊠ Yes	□ No	□ N/A	Remarks:	
6.	when employee(s) could cancellation of their serv	rice(s)?	⊠ Yes	□ No	□ N/A	Remarks:	
7.	Is information regarding necessary right-of-way	the procedures to obtain elearances or permits, local pertinent information made	⊠ Yes	□No	□ N/A	Remarks:	
8.		specific services directed to	⊠ Yes	□No	□ N/A	Remarks:	
	Are traffic control service approved by Division?	·	⊠ Yes	□No	□ N/A	Remarks:	
10.		es estimated to be \$50,000 or ffice of the Commissioner?	☐ Yes	□No	⊠ N/A	Remarks:	
11.	Are extraordinary protect Assistant Commissioner	tive services approved by the . Field?	☐Yes	□No	⊠ N/A	Remarks:	

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Quest	ons 12 through 17 partain to collecting advance dep	osits.			
12.	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
13.	Is a CHP 465 form completed in accordance with policy?		□No	□ N/A	Remarks:
14.	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
15.	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?		□No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Chost	ons 18 through 31 person to the preparation of agre	ements			
	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	⊠ No	□ N/A	Remarks:RSA numbers will be listed on CHP 466 in this manner following this date
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
	Is the original RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	Yes	□No	□ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□ No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks:Has not occurred at the Area
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

30	O. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□No	⊠ N/A	Remarks:
31	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
ଭିଧାର	tions 32 through 38 pertain to training agreement pro	cedures a	ne report	ng for se	rvices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	☐ No	⊠ N/A	Remarks:Not done at Area
33	s. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:
	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□ No	□ N/A	Remarks:
	. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□ No	□ N/A	Remarks:
	. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	☐ No	□ N/A	Remarks:
37	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	. Are outstanding items being inspected and resolved?	⊠ Yes	☐ No	□ N/A	Remarks:
Tivest Spania	ichs 99 through 52 partain to extraordinary protective i projects	e services	and repo	rt of ever	time hours for reimbursable
39	. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	Yes	□ No	⊠ N/A	Remarks:No extraordinary protective services performed
40	. Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46.	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	⊠ Yes	☐ No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	⊠ Yes	□No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□ No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks:Never occurred at the Area
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Bishop	Inland	8	
Inspected by:		Date:	
Sgt. Ron Seldon #14785		5/20/2009	

Page 1 of 3

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or fi on number. Under "Forward to:" enter the ne ent shall be utilized to document innovative pr action plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION ☑ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended on the inspection:	☑ Corrective Action Plan Included☐ Attachments Included
Inspe		rd to:Office of etions ate: 6/20/2009	
Chapter Inspection: Inspector's Comments Regar	dina Ir	nnovative Practices:	
N/A			
Command Suggestions for St	tatewic	le Improvement:	
		ted by the reimbursable services of sable service coordinator is instal	
However, the RSA numbers of services, followed by two digit	n the C fiscal y	nd were properly filed in accordan CHP 466 did not include the letter year, three digit location code and in only included the sequential nu	a sequential number for each
The CHP 415s for each detail	were r	not included in the file along with t	ne CHP467s.
Commander's Response:	Concu	ır or 🗌 Do Not Concur (Do Not Conc	cur shall document basis for response)
<i></i>			

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Bishop	Inland	8
Inspected by:		Date:
Sgt. Ron Seldon #14785		5/20/2009

Required Action	国际
Corrective Action Plan/Timeline	

Both items discussed in the Inspector's Findings section were noted by the reimbursable services coordinator for the Bishop Area. The solutions will be implemented on all entries following the date of inspection.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	Cost Duary	6/10/09
(See HPM 9.1, Chapter 8 for appeal procedures.)	Carl 1) Simula	-//7/0/
	INSPECTOR'S SIGNATURE	DATE / /
	Della Co	5/22/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee	COLD CON SCHOOL ALM	idoalis
Concur Do not concur	and con en villa	192101

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Bridgeport	Bridgeport Inland	
Evaluated by:	Date:	
Sat. Ron Seldon		5/19/2009
Assisted by:	Date:	
Lt. Renee DiFronzo		5/19/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

			Land lass -	otorio Ciancti	ro:				
TYPE OF INSPECTION				ctor's Signatu	re:				
□ Div	ision Level	Command Level							
☐ Offi	ce of Inspections	☐ Voluntary Self-Inspection	د"/	1		(
Fo	llow-up Required:	☐ Follow-Up Inspection	Commande	er's Signature			Date:		
] Yes 🖄 No	BY:	1.	2 B	14		6-30,05		
			/ \	LIN	رات				
For applicable policies, refer to HPM 11.1, Chapter 6.									
Note:	f a "No" or "N/A" box is cl	necked, the "Remarks" section	shall be ut	lized for ex	colanation	7.			
1.	contracting party informed services, departmental ecancellation policy?	ed of the rates charged for equipment usage, and	⊠ Yes	□No	□ N/A	Remarks:			
2.	Does the billing rate inclease expenses such as uniform	m or equipment damage?		□No	□ N/A	N/A Remarks:			
3.	When a safety service is agency, is the agency's obtained?	☐ Yes	□No	⊠ N/A	Remarks:N0	ot performed at Area			
4.	4. Is the billing code documented on the Reimbursable Services Billing Memorandum?			☐ No	□ N/A	Remarks:	19,1		
5.				□No	□ N/A	Remarks:			
6.				□ No	□ N/A	Remarks:			
7.	7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?			□No	□ N/A	Remarks:			
8.	Are written requests for the appropriate commar	specific services directed to		es No N/A Remarks:					
	Are traffic control service approved by Division?	Are traffic control services less than \$50,000			□ N/A	Remarks:			
10.	Are traffic control service	es estimated to be \$50,000 or iffice of the Commissioner?	0 or						
11.		tive services approved by the	☐ Yes	□No	⊠ N/A	Remarks:N	ot performed at Area		

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Questi	ons 12 through 17 pertain to collecting advance depo	osits.		79	
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 18 through 31 pertain to the preparation of agree	ements.			
	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□ No	□ N/A	Remarks:
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
22.	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
26.	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□No	⊠ N/A	Remarks:
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks:
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	□Yes	□No	⊠ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□No	⊠ N/A	Remarks:Area has not performed Statewide agreements.	
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks:	
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for sel	vices provided.	
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐Yes	□No	⊠ N/A	Remarks:Not done at Area	
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks:	
34.	Are copies of CHP 467 forms forwarded to the next level of review?		□No	□ N/A	Remarks:	
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□ No	□ N/A	Remarks:	
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	⊠ Yes	□No	□ N/A	Remarks:	
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:	
1	Are outstanding items being inspected and resolved?	⊠ Yes	☐ No	□ N/A	Remarks:	
Questi	ons 39 through 52 pertain to extraordinary protectiv i projects.	e services	s and repo	rt of over	time hours for reimbursable	
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	☐ No	⊠ N/A	Remarks:Never performed at Area	
40.	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:	
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	☐ No	□ N/A	Remarks:	
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:	
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:	
44.	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	☐ No	□ N/A	Remarks:	
45.	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:	
46.	Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:	

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	☐ Yes	□No	⊠ N/A	Remarks:No Cozeep/Mazeep worked within Inspection period
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	Yes	□No	⊠ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□No	⊠ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks:Never occurred at the Area
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Rėmarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Division: Bridgeport Inland		Chapter:
Inspected by: Sgt. Ron Seldon #14785		Date: 5/19/2009

₽age 1 of 3

<u> </u>			
anall be routed to and its due date. This	niopeoi nocum	ent shall be utilized to desurgent inner	ary, or fill in the blanks as indicated. Enter the chapte the next level of command where the document ative practices, suggestions for statewide may be used if additional space is required.
TYPE OF INSPECTION ☑ Division Level ☐ Command Level ☐ Executive Office Level Follow-up Required: Forwar Inspect		Total hours expended on the inspection: 1.5	☐ Attachments Included
		Ind to:Office of citions late: 6/19/2009	
Chapter Inspection:	AND PRO		
Inspector's Comments Regard	ding Ir	nnovative Practices:	
Command Suggestions for Standard Additional training should be compared that a backward that a	onduct	ed by the reimbursable servi	ces coordinator and every command
Si ledid chadle that a backup re	elmbur	sable service coordinator is in	nstalled.
Inspector's Findings:			
duties of an Area command.	I to be	in compliance with policy reg	garding reimbursable services and the
Commander's Response: AC	oncur	or Do Not Concur (Do Not	Concur shall document basis for response)

are cross trained on each desk

responsibilities.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Bridgeport	Division: Inland Division	Number: 820
Evaluated by: Hope V. Pruett, SSA		Date: 5/19/2009
Assisted by: Gretchen Montgomery	, oss	Date: 05/19/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Followup Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION □ Division Level Command Level Office of Inspections □ Voluntary Self-Inspection Follow-up Required: Follow-Up Inspection ⊠ No Yes BY: _____ For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Does the command have sufficient procedures to Remarks: ensure that a CHP 735, Incident Response □ No □ N/A Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria? 2. What are these procedures? A current copy of HPM 11.1, Chapter 20, is located in the CHP 735 folder, it is listed in the clerical procedures manual, Accident Investigations/Court officer procedures and Area SOP. Does the command have a specific employee(s) Remarks: □ N/A ⊠ Yes ☐ No assigned to process all CHP 735 forms? If the answer to question 3 of this checklist is yes, is Remarks: The OSSI and Office □ N/A Yes □ No the responsibility of processing all CHP 735 forms Assistant processes the CHP 735s. listed in their job description or any other document? All Area Sergeants are responsible for reviewing the CHP 735s and ensuring they match the CHP 415 for accuracy. The Area has a two person clerical office and both ladies

INSPECTION PROGRAM

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5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	☐ Yes	⊠ No	□ N/A	Remarks: During a recent self audit Area identified several discrepancies and has corrected them.
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks: Laboratory results are mailed to the Area monthly.
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver	☐ Yes	⊠ No	□ N/A	Remarks: During a recent self audit Area identified several discrepancies and has corrected them.
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□No	□ N/A	Remarks: Only one report has been delayed due to the traffic accident report not completed.
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
10.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks:
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□ No	□ N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks:
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	⊠ No	□ N/A	Remarks: Before November 2008 old figures were used. The CHP 735s were corrected by Fiscal Mgmt. They are now using the proper hourly rate and the MIS is in CHP 735 file.
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tra			Recovery	Program?
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

21. Are cases not resulting in a months after submission to t closed out after court verification.	he District Attorney	☐ Yes	□No	⊠ N/A	Remarks: Never had one.
22. Do closed out cases on the a line drawn through the Cor FMS as well as the reason the date of last follow-up check?	monitoring system have nviction Date and Date to ne case was closed and	☐ Yes	□No	⊠ N/A	Remarks: Did not have any.
23. Are refunds or overpayment erroneous charges, in an am processed by the Departmer	nount of = \$5.00 being	☐ Yes	□No	⊠ N/A	Remarks:
24. Is the command reviewing the by FMS related to the submit and case status identifying a submission and accountability Recovery Program?	ssion of CHP 735 forms ny deficiencies in the	⊠ Yes	□ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Mai	nagement Section.				
25. Is FMS reviewing the CHP 7 completeness of information forms to the issuing commar	and returning deficient	☐ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command: Bridgeport	Division: Inland Area	Chapter: 820		
Inspected by: Hope Pruett, #	A06816	Date 05/19/2009		

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.						
		Total hours expended on the inspection: 1.5 hours		☐ Corrective Action Plan Included ☐ Attachments Included		
Follow-up Required: ☐ Yes ☑ No	Forward to: Assistant Commissioner Field Due Date: 6/20/2009					
Chapter Inspection: Inspector's Comments Regarding Innovative Practices:						
Command Suggestions for Statewide Improvement: Annual Training should be mandatory even for the Sergeants. A DVD or VCR tape would also be of						
great benefit for newly assigned	ed per	sonnel to view.		·		
Inspector's Findings:						
During the evaluation several of the boxes had not been checked though all documentation was attached. Area had already identified the omissions and corrected the discrepancies.						
Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)						

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command: Bridgeport			
Inspected by:	A06816	Date 05/19/2009	

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	Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised,	findings unchanged,
ı	etc.)	

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Required Action		经验验的	全员1018的2018年		
			ALCONG ST		
Corrective Action Pla	an/Timeline				

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	6.)2/25
(COO. II III O. II C. III C. III Appeal processes,	INSPECTOR'S SIGNATURE	DATE (0/16/09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE / 9/08

1 of 4

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Special	Inland Division	805
Services		
Evaluated by:		Date:
Joette Wilson, A	GPA and Sgt.	05/18/2009
Tel Preszler		
Assisted by: Officer Jo	hn Falat	Date: 05/18/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspe	ctor's Signatu	re:		
☑ Division Level ☐	Command Level	Ta	ette.	Wi	bon	-
	Voluntary Self-Inspection	1				
Follow-up Required: ☐ Yes ☐ No	☐ Follow-Up Inspection (Commande	Signature:		-	Date: 5/28/09
	BY:	X/Q -	Un	CADT		3100 109
For applicable policies, refer to I	HPM 11.1, Chapter 6.					
Note: If a "No" or "N/A" box is chec	ked, the "Remarks" section:	shall be ut	lized for ex	planation	ARTES STATE	编设图第4条编码
 Prior to the performance of contracting party informed of services, departmental equipmental equipmen	of the rates charged for	⊠ Yes	□ No	□ N/A	Remarks:	
 Does the billing rate include expenses such as uniform 		⊠ Yes	□ No	□ N/A	Remarks:	
3. When a safety service is pr agency, is the agency's five obtained?	e-digit billing code	Yes	□No	□ N/A	Remarks:	
Is the billing code document Services Billing Memorando		⊠ Yes	☐ No	□ N/A	Remarks:	
 Is \$50 charged for each CH assigned to the detail if the less than 24 hours prior to t 	cancellation notification is	⊠ Yes	□ No	□ N/A	Remarks:	G .
Is a minimum payment of 4 when employee(s) could no cancellation of their service	hours overtime charged of the	⊠ Yes	□ No	□ N/A	Remarks:	
 Is information regarding the necessary right-of-way clea requirements, and other pe available to inquiring parties 	⊠ Yes	□No	□ N/A	Remarks:		
8. Are written requests for spe the appropriate command?		⊠ Yes	☐ No	□ N/A	Remarks:	
Are traffic control services lapproved by Division?		⊠ Yes	□No	□ N/A	Remarks:	
 Are traffic control services e more approved by the Offic 	e of the Commissioner?	☐ Yes	□No	⊠ N/A	Remarks: Ha Command le	s not occurred at the vel.
 Are extraordinary protective Assistant Commissioner, Fi 		☐ Yes	□ No	⊠ N/A	Remarks :Ha Command le	s not occurred at the vel.

INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES

Questi	ons 12 through 17 pertain to collecting advance dep	osits.			ALCO TO SERVICE SERVIC
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
17.	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□ No	□ N/A	Remarks :Not prepared by the Special Services Unit. Inland Division clerical support unit prepares and maintains.
Questio	ons 18 through 31 pertain to the preparation of agre	ements.	10.00		
18.	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks: Inland Division's Reimbursable Services Coordinator maintains log for Division Units
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□ No	□ N/A	Remarks:
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?		□No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?		□ No	□ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?		□No	□ N/A	Remarks:
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks: Has not occurred at Command level.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

28	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks: Has not occurred at Command level.
29	. Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	☐ No	⊠ N/A	Remarks: Has not occurred at Command level
30	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks:
31	. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: Has not occurred at Command level.
Quest	ions 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
32	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□ No	⊠ N/A	Remarks: Is not handled at Command level.
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks: Twenty (20%) of the Reimbursable Services packages inspected revealed only 4 were not submitted to FMS upon completion of services within 5 days.
34.	Are copies of CHP 467 forms forwarded to the next level of review?		□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	□No	⊠ N/A	Remarks: Division maintains log for Special Services.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
	ons 39 through 52 pertain to extraordinary protectiv I projects	e services	and repo	rt of over	time hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: Has not occurred at Command level.
40.	Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□No	⊠ N/A	Remarks: Has not occurred at Command level.
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Ves	□ No	□ N/Δ	Remarks:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	☐ Yes	□No	⊠ N/A	Remarks: Not applicable to this Command. Handled by Division Cozeep/Mazeep Coordinator
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□No	⊠ N/A	Remarks: Not applicable to this Command. Handled by Division Cozeep/Mazeep Coordinator
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□No	⊠ N/A	Remarks: Not applicable to this Command.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□ No	⊠ N/A	Remarks: Never occurred at Command.
51. Are all payments made directly to FMS?	☐ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	☐ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Special Services	Inland Division	8
Inspected by:	Date:	
Joette Wilson, AG	05/18/2009	

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INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, cor	Inspecti docume	on number. Under "Forwa ent shall be utilized to doc	ard to:" enter the nex ument innovative pra	Ill in the blanks as indicated. Enter the chapter kt level of command where the document actices, suggestions for statewide e used if additional space is required.		
TYPE OF INSPECTION Division Level		Total hours expended on the inspection: 2.5 hours		□ Corrective Action Plan Included □ Attachments Included		
Follow-up Required:	Comn	ord to: Assistant hissioner, Field hissioner ate: 6/17/2009	ssioner, Field			
Chapter Inspection:						
Inspector's Comments Regar	ding I	nnovative Practices				
Letter of Agreement, Addendum to Letter of Agreement, copy of check and CHP 251, Transportations Permits, Memorandum to each personnel assigned to detail informing them of the detail, date and time, maps, CHP 415 coding and the Reimbursable Services number, all completed CHP 415s and CHP 467, etc. This folder is maintained in a suspense file until detail completed and then moved to completed files once CHP 467 is completed and signed by the Commander or his designee and forwarded to FMS. Officer Falat's files make it very easy for his backup to perform duties during his absence and for auditing purposes.						
Command Suggestions for S	tatewi	de Improvement:				
Inspector's Findings:						
A review of the Reimbursable Services packages prepared by the Special Services Wide Load and ARB Coordinator revealed that of the 20% audited only 4 billing packages were not submitted to FMS within the 5 business days from the date of service. Otherwise, Inland Division Special Services was found to be in compliance with policy regarding reimbursable services.						
Commander's Response: M	Conc	ur or Do Not Cor	icur (Do Not Cond	cur shall document basis for response)		

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:
Special Services	Inland Division	8
Inspected by: Joette Wilson, AGPA/Sgt. Tel Preszler		

Required Action

Corrective Action Plan/Timeline

When reviewing the weekly CHP 230, prepared and maintained by the clerical support unit, it was noted that there was no way to reconcile the CHP 230 with the CHP 465 since the CHP 230s and 465s are maintained in two separate files. Without retrieving Officer Falat's files the auditors could not verify when funds were transmitted to FMS. It is the recommendation of the auditors that a copy of the CHP 230 and CHP 465 be maintained together.

The Special Services Commander and Officer Falat are aware of the 5 day timeframe to FMS from the date of service and will ensure that in the future all CHP 467s are submitted per Departmental policy.

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Special Services	Inland Division	8
Inspected by:	Date:	
Joette Wilson, AGF	05/18/2009	

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Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE COMMANDER'S SIGNATURE COMMANDER'S SIGNATURE	5/29/0 9
	INSPECTOR'S SIGNATURE FAULLE WILLS ON	5/24/09
Reviewer discussed this report with employee Concur Do not concur	RÉVIEWER'S SIGNATURE	Ca/1/09

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Special Services	Division: Inland Division	Number: 805
Evaluated by: Sgt. Tel Preszle Joette Wilson	Date: 05-18-2009	
Assisted by: Officer Jo	Date: 05-18-2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION			Lead Inspector's Signature:					
□ Division Level		☐ Command Level						
☐ Office of Inspe	ections [1/1/2 12017						
Follow-up F	Required: No	Follow-Up Inspection	Commander's Signature: Date: 5/29/69					169
For applicable p	olicies, refer to							
		cked, the "Remarks" section	shall be ut	ilized for ex	cplanation		ALLE SELVE	
ensure th Reimburs	at a CHP 735, In ement Statemen	sufficient procedures to cident Response t, is prepared for each recovery criteria?	☐ Yes	□No	⊠ N/A	Remarks:		
	these procedure							
3. Does the assigned to	command have a o process all CH	a specific employee(s) IP 735 forms?	☐ Yes	□ No	⊠ N/A	Remarks:		
the respor	sibility of proces	of this checklist is yes, is sing all CHP 735 forms n or any other document?	☐ Yes	□No	⊠ N/A	Remarks:		

INSPECTION PROGRAM

CHAPTER 8

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	5.	Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	☐ Yes	□No	⊠ N/A	Remarks:
	6.	to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	☐ Yes	□No	⊠ N/A	Remarks:
	7.	 Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	☐ Yes	□No	⊠ N/A	Remarks:
	8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	☐ Yes	□No	⊠ N/A	Remarks:
	9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	☐ Yes	□ No	⊠ N/A	Remarks:
		If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks:
		Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	☐ Yes	☐ No	⊠ N/A	Remarks:
		Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	☐ Yes	□No	⊠ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	□No	⊠ N/A	Remarks:
 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	☐ Yes	□No	⊠ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	□No	⊠ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	☐ No	⊠ N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	☐ Yes	□ No	⊠ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tr	acking the	DUI Cost F	Recovery I	Program?
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	☐ Yes	□No	⊠ N/A	Remarks:

INSPECTION PROGRAM

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21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	□No	⊠ N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□ No	⊠ N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	☐ No	⊠ N/A	Remarks:
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.	40 M			
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	⊠ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:
Special	Inland Division	8
Services		
Inspected by:Sgt.	Tel Preszler and AGPA	Date:05-18-2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

improvement, identified deficiencies, co	rrective a	ction plans. A CHP 51 Memora	andum may be	used if additional space is required.
TYPE OF INSPECTION ☑ Division Level ☐ Command Level		Total hours expended on the inspection:		
Executive Office Level		1 hour		_
Follow-up Required:	Forwa	rd to: Office of		
☐ Yes	Due D	ate: 06-17-2009		
Chapter Inspection: 8				
Inspector's Comments Rega	rding Ir	novative Practices:		
N/A				
Command Suggestions for Statewide Improvement:				
N/A				
Inspector's Findings:				
Due to nature of this unit they do not have any dealings with DUI Cost Recovery.				
Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)				

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:	
Special	Inland Division	8	
Services			
Inspected by:Sgt.	Tel Preszler and AGPA	Date:05-18-2009	

Required Action	
Corrective Action Plan/Timeline	

N/A

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE CAPT	DATE 5/29/09
	INSPECTOR'S SIGNATURE	DATE \ 5-26-09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
remployee ☐ Do not concur	W. St. com	0/1/09